



**Kickstart** an epic  
journey and unleash  
**your full potential**







# We are **Persistent Systems.**

A trusted Digital Engineering and Enterprise Modernization partner.

We are a tech legacy that's not just about building careers but about engineering the extraordinary. With 33+ years of software prowess, we have grown at a jaw-dropping rate, **crossing \$1B+ in annual revenue in 2023.**

Our powerhouse team makes being at Persistent more than a 9-to-5 gig — it's a thrilling journey where each career chapter is **as uniquely spectacular as you are!**



# Welcome to your next big adventure!

It is my pleasure to welcome you to the Persistent family. Thank you for making Persistent your career platform of choice.

It would be an understatement to say that you are the future of Persistent!

Over the last 33 years of our existence, we have positioned ourselves as the pioneering Digital Engineering and Enterprise Modernization company, and I am looking forward to your contributions in defining and co-creating our prosperous future.

As you get inducted to **The Persistent Way**, I want to personally reassure you that Persistent is a great place to unleash your full potential. Persistent will provide you the platform to accelerate your professional and personal growth while impacting the world in positive, powerful ways using technology.

There could not have been a better time to be at Persistent. In FY2023, we achieved a significant milestone of 1 billion dollars in annual revenue on the back of industry-leading and consistent growth over the last 4 years. The Persistent family has expanded to 23,000+ colleagues across 20 countries while creating ongoing opportunities for our employees' learning and growth, ultimately paving the way for our mutual success.

As part of your growth, we are committed to getting you fully equipped on the latest technologies and platforms and suit you up with business readiness skills by leveraging our world-class learning and development infrastructure.

You're joining an incredible organization, where we have, and we will achieve remarkable things in the future. Together, we will continue to embrace our growth mindset, capitalize on our strengths, and remain focused in our pursuit of resiliency and excellence.

Fasten your seat belts and get set to  
**See Beyond, Rise Above, the Persistent Way.**

Onwards and upwards!

**Sandeep Kalra**

CEO & Executive Director





# Consider your work family officially expanded **the Persistent way!**

A workspace where your ideas are celebrated and every day is a chance to learn, innovate, and build a phenomenal life with a purpose.

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# Benefits at a **glance**

Joining Persistent, you'll naturally immerse in a vibrant atmosphere where high-quality work and continuous learning aren't just encouraged — they're a way of life.

You'll collaborate with colleagues who inspire excellence and innovation at every turn. In this nurturing environment, meeting goals becomes a collective triumph, paving the way for your career to not just grow, but truly flourish. Welcome to a place where your professional journey is celebrated every step of the way.

## **Access to Persistent University**

Develop your skills at Persistent University, a celebrated corporate learning center with over 29 accolades in the past decade, showing our commitment to your continuous learning and growth.

## **Financial Assistance in Emergencies**

In tough times, count on the Persistent Employees Benefit Trust (PEBT) for zero-interest financial aid during medical emergencies, extending support to your immediate and extended family.

## **Comprehensive Insurance Coverage**

Feel secure with our insurance package covering group term life, personal accident, and hospitalization for you and your family, including spouse, kids, and parents or in-laws.

## **Wealth Creation Opportunities**

We go beyond just monthly compensation to prioritize long-term financial security for our people through superannuation, and National Pension Scheme, etc.

## **Robust Leave Policy**

Balance work and life with 27 paid leaves, 9 public holidays, and additional leaves for new parents — because everyone deserves a break.

## **Transparent Compensation Structure**

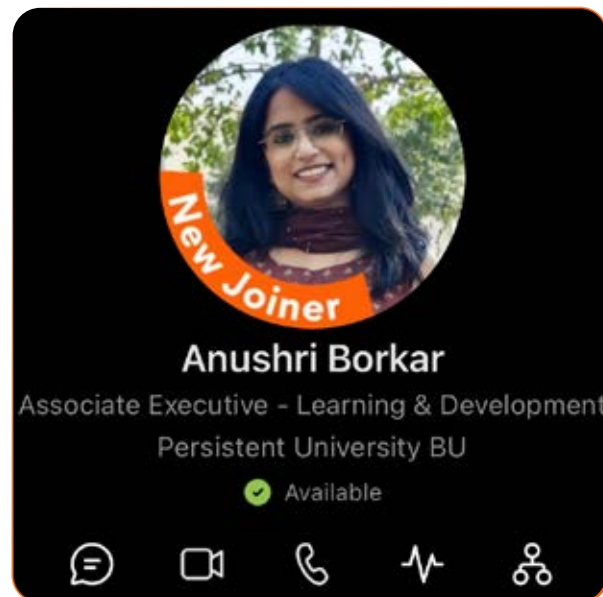
Experience clarity and fairness in our compensation structure, with over 105% Company Performance Bonuses paid to all employees for the past 3 years, showcasing our commitment to transparency and industry-leading practices.

# Your first few weeks at Persistent

## Day 1



Kickstart your journey by creating your very own swag kit! Personalize it to your taste and flaunt your Persistent pride.



Sport your virtual 'New Joiner' badge with honor! It's a friendly heads-up to your colleagues, who'll go the extra mile to ensure you feel welcome and supported in your new role.



Be greeted by our dedicated onboarding experts, who are here to welcome you warmly into the Persistent family. They'll answer your initial queries and ensure you're fully prepped and ready to embark on this exciting journey.

Meet our IT wizards, who will equip you with your laptop, official email, and digital identity. They make tech setup a breeze, so you're connected and ready to roll.



## Week 1 & 2

- **Connect with HR** to better understand company policies, culture, and employee benefits, ensuring you are well-informed about your rights and responsibilities from the outset.
- **Connect with Your Resource Management PoC** to align your skills and interests with suitable projects and clarify workload expectations, aiding in your career progression within the company.
- **Meet Your Work Buddy**, an experienced colleague, who will help you navigate the new work environment smoothly, provide insider tips, help in understand workplace culture, and facilitate introductions to other team members.
- **Receive Tribal Knowledge / Knowledge Transfer about Your Project** to understand the unique aspects, challenges, and client expectations, which is instrumental for making informed decisions and enhancing your role effectiveness.
- **Other Project Assimilation Activities** in the form of meetings, trainings, and team-building events, will help you in grasping the broader context of your role and how it contributes to the team and company goals, while also offering networking opportunities.

## Week 3 to 8

- **Setting Your Goals** is crucial as it defines clear, achievable objectives for your role, providing direction, focus, and a benchmark for measuring progress, thereby guiding your professional development.
- **Unit Induction** is essential for familiarizing yourself with your business unit's functions, culture, and place within the organization, aiding in effective team integration and a smoother transition to your new role.
- **Connecting with Your Unit Leaders** is important for gaining insights into their vision and strategic direction, aligning your efforts with departmental objectives, and receiving valuable mentorship for professional growth.



# Our global presence

Strong presence across key geographies



© Persistent Systems 2024

## Opening offices closer to our people

As we keep expanding our offices worldwide, we enable our people to work nearer to their homes and engage more with local communities.



Gurugram, India



London, UK



Pune (Ramanujan), India



New Jersey, USA



Kraków, Poland



Indore, India



Ahmedabad, India



Jaipur, India



Texas, USA



Bengaluru (Hebbal) India



# Our core values

## Ingenious

We always want to be the first to transform new ideas into tangible business results while optimizing our use of resources.

We are versatile in action and agile in thought because we believe it's important to do more with less. For us, ingenious solutions are the ultimate goal.



## Persistent

In the face of complexity and rapid change, we are determined to help our customers and our people around the world succeed.

The road to joint success may be long, but we're persistent where our competitors falter. Our optimism is infectious and helps customers trust in our abilities. Together we build momentum towards our shared goals.

## Responsible

With our clients' and colleagues' best interests at heart, we act responsibly and communicate with clarity. Our global practice demands respect and openness towards each other, the communities around us and global society at large. We take seriously the trust placed in us and work hard to earn it every day. We never make a promise that we cannot keep.

## Confident

We meet every challenge with respect and confidence. We trust in our abilities and the difference we can make. We also understand the complexities of modern technology well enough to always keep learning. Every accomplishment and customer success adds to our ability and growth. They deserve to be talked about.



# Accelerate your growth, both **personally** and **professionally**

Our journey began in **1990**, evolving from a fresh tech company to a tech titan over three dynamic decades. Today, we are a force to reckon with in terms of innovation, tradition, skill development, and sheer passion.



We have strong leadership in software engineering and digital transformation. Bringing a boutique mindset.

Over **350 clients** annually and having a presence in more than **20 countries**. Our diverse, open, and innovative business partner ecosystem ensures maximum exposure for you at every step of your journey.

## Our clients include

**14** out of **30**  
Most Innovative  
Global Companies

**6** out of **10**  
Global Tech Giants

Driving Excellence for  
**5** of the **10**  
Top Pharmaceutical  
Companies

Powering up  
**5** of the **10**  
Largest Banks in  
both the US & India

Collaborating with  
**25+**  
Global FinTech  
Innovators

Partnering with  
**6** of the **10**  
Top Medical  
Device Companies



# Unlock opportunities to work and learn with the industry's best

Once you are a part of the Persistent family — our ever-evolving learning hub, you will get to tap your full potential thanks to our best-in-class learning infrastructure.



## Persistent University

A comprehensive L&D program to help you build next-generation technology skills

At Persistent University, you will be part of a vibrant community where potential knows no bounds. We are here to foster an environment of creativity, innovation, and collaboration. Get ready to supercharge those brain cells with knowledge and skills.

What sets this university apart? A whopping...

**12,500+**

certifications earned

**350+**

technical and  
power skill courses

**100+**

digital tech courses



**Ramanujan — our flagship learning center in Pune, India**

At our state-of-the-art learning center, learning is not just a journey but also a global celebration of perspectives, ideas, and endless possibilities.

Scan the QR code to learn more



# Persistent Digital Engineering Academy (PDEA)

Join us at the Persistent Digital Engineering Academy, where you can master technology with the help of these:

6,000+  
pre-defined  
skills

10+  
tech clusters

AI-led training  
recommendations



## Activate an innovator’s mindset with Gen AI training

We are engineering the extraordinary, and with us, you can become a significant part of the Generative AI revolution. You will be glad to know that Persistent takes the crown as the Generative AI Market Leader in the HFS Horizons: Generative Enterprise™ Services, 2023 Report. From extensive Gen AI learning courses to partner-led tech workshops, it’s all about turning the new-age tech enthusiasts into masters with an unbeatable AI edge.

<b>Foundation Course</b>  Gen AI Concepts, Code Assist tools, Prompt Engineering	<b>Practitioners Course</b>  Foundation Course + Python, Tools & IP's (across lifecycle phases)	<b>Proficient Course</b>  Practitioners Course + LangChain ++, NLP, Models, Cloud, Testing	<b>Sales Support &amp; GTM Strategies</b>  GTM enablement material, demo/PoC creation, regular enablement sessions
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## Rise with cloud mastery

Get ready to become the ultimate cloud warrior!

Dive into the cloud-native universe with certifications from the major Hyperscalers.

 Microsoft Gold Partner & Direct CSP	 aws Advanced Partner	 Google Premier Partner	 salesforce GSI Global Strategic Partner	 IBM Platinum Business Partner
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# Inculcating divergent **thinking** and hands-on learning through **Hackathons**

We don't believe in boring workshops that make you want to doze off. We encourage the art of thinking outside the box while shaping infinite possibilities with hands-on training.

Let's redefine learning -one innovative idea at a time.

Whether you're a coding whiz or aspiring to be one, you're in for a thrilling ride at Persistent. Our hackathons are a surefire way to turbocharge your tech journey.



## Let's turn lines of code into lines of success!



Our flagship 24-hour hackathon to activate an innovator's mindset.

**Hack your way to  
digital engineering success!**

Scan QR code to  
learn more about  
**Semicolons**



# Enjoy collaborative innovation with diversity

**23,000+**  
Global Workforce

**30.8%**  
of global staff is women

**33**  
Nationalities

**20**  
Countries



Resource group programs form the very foundation of our ascent. Here, we believe in creating an environment where you don't just climb; you elevate other's lives and lead with a purpose.



**Prerna** — Our powerhouse women's group!



**Pehchaan** — Open Talks & Support for LGBTQIA+ Pride



**Aspire** — Women Leadership Development



**#IamRemarkable**  
Celebrating Achievements of Women at the Workplace



**Persistent's Women's Returnship Program**



**Kiran Girls Scholarship Program**

## Divopoly

A gamified intervention to raise awareness about Diversity, Equity, Inclusivity and Belonging (DEIB).





# Engineering growth for **our communities**



Being the face behind some supreme tech innovations, you can also be the driving force behind changing a few lives. You will be part of our **Persistent Foundation** — our vehicle to support education, health, community development, culture and wildlife conservation across India. The Persistent Foundation collaborates with 80+ partners to drive long-term initiatives across the country.



## Education

Nurturing and empowering young minds through quality education and infrastructure enhancement for a brighter future.



## Health

Impacting lives through healthcare support for children and the elderly to foster healthier, happier communities.



## Community Development

Sustainable initiatives of water conservation, green energy, and livelihood support for a better world.



## Cultural and Wildlife Preservation

Preserving cultural heritage, alleviating human-animal conflict, and safeguarding biodiversity for a peaceful co-existence.

[www.persistentfoundation.org](http://www.persistentfoundation.org)

Curious to know more?  
Scan QR code to  
**discover our ESG Report**



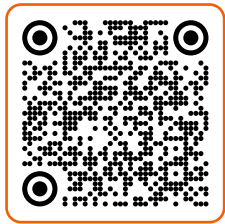
# Well-being takes **center stage** at Persistent

At Persistent, work-life well-being is our secret sauce for success! You can be the next 'rockstar' in the squad of go-getters, adventure-loving, and all-around awesome individuals at Persistent. We have everything from sports activities to marathons, annual health check-ups, and social events to ensure holistic wellness. Conquer the tech front while you relish every extraordinary moment of the 'Persistent' life.



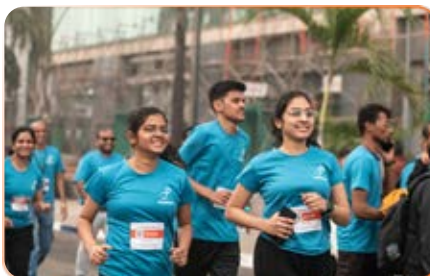
## **PULSE** Annual Employee Gathering

Scan QR Code for the Video



## **Persistent RUN** Our Annual Marathon

Scan QR Code for the Video



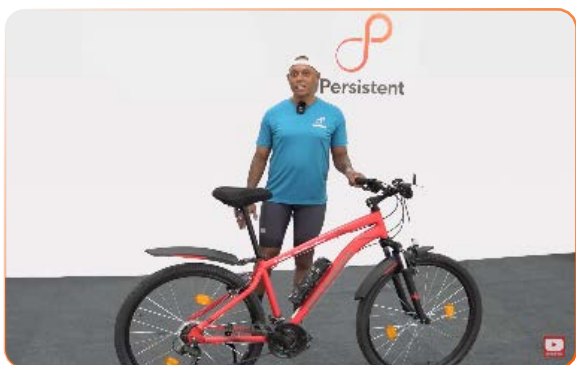


# We have raised the standards by setting **THREE Guinness World Records**



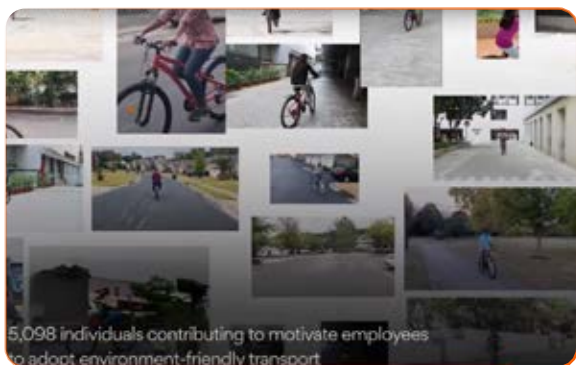
## **Largest Bicycle Logo / Image**

Created its logo with 704 bicycles, showcasing its dedication to employee wellness and symbolizing it by etching it in its brand identity.



## **Most Live Viewers of a Cycling Awareness Video Lesson on YouTube**

7,348 employees and their families viewed the cycling awareness tutorial live to help understand best practices around cycling and cycling safety.



## **Largest Online Video Album of People Riding Bicycles**

Making cycling a movement and motivating employees to adopt environment-friendly transport, we built the largest online video album of people riding bicycles with 5,098 individuals contributing to it.

# Some crazy cool stuff under our belt!

## Awards and recognitions



Persistent Named as the **"Most Promising Company"** of the NBC Year at CNBC-TV18's India Business Leader Awards Reflects long-term sustained performance and resilience in a rapidly evolving business environment.



**Sandeep Kalra**  
CEO and Executive Director of Persistent, wins the prestigious Business Today Best CEO Award under the IT and ITeS category.



Persistent bagged a Gold award under the "Sustainability" category and a Silver award in the "Best Project Corporate" for its Ramanujan facility at iNFHRA's 8<sup>th</sup> edition of Workplace Excellence Conference & Awards



Persistent achieves Premier Tier Services Partner Status in the AWS Partner Network (APN)



Recognized in the Salesforce Consulting Services Landscape, Q1 2023



Persistent recognized as Google Cloud's 2023 Social Impact Partner of the Year for APAC



Persistent won the Golden Peacock Award for Excellence in Corporate Governance for the year 2023



**ISG Star of Excellence**  
Universal Industry | 2023 Winner

Persistent awarded the prestigious 2023 ISG Star of Excellence™ Award in four categories for providing unique business solutions powered by the latest innovative technologies.



Persistent named Generative AI Market Leader in HFS Horizons: Generative Enterprise™ Services, 2023 Report



Scan to discover more such achievements



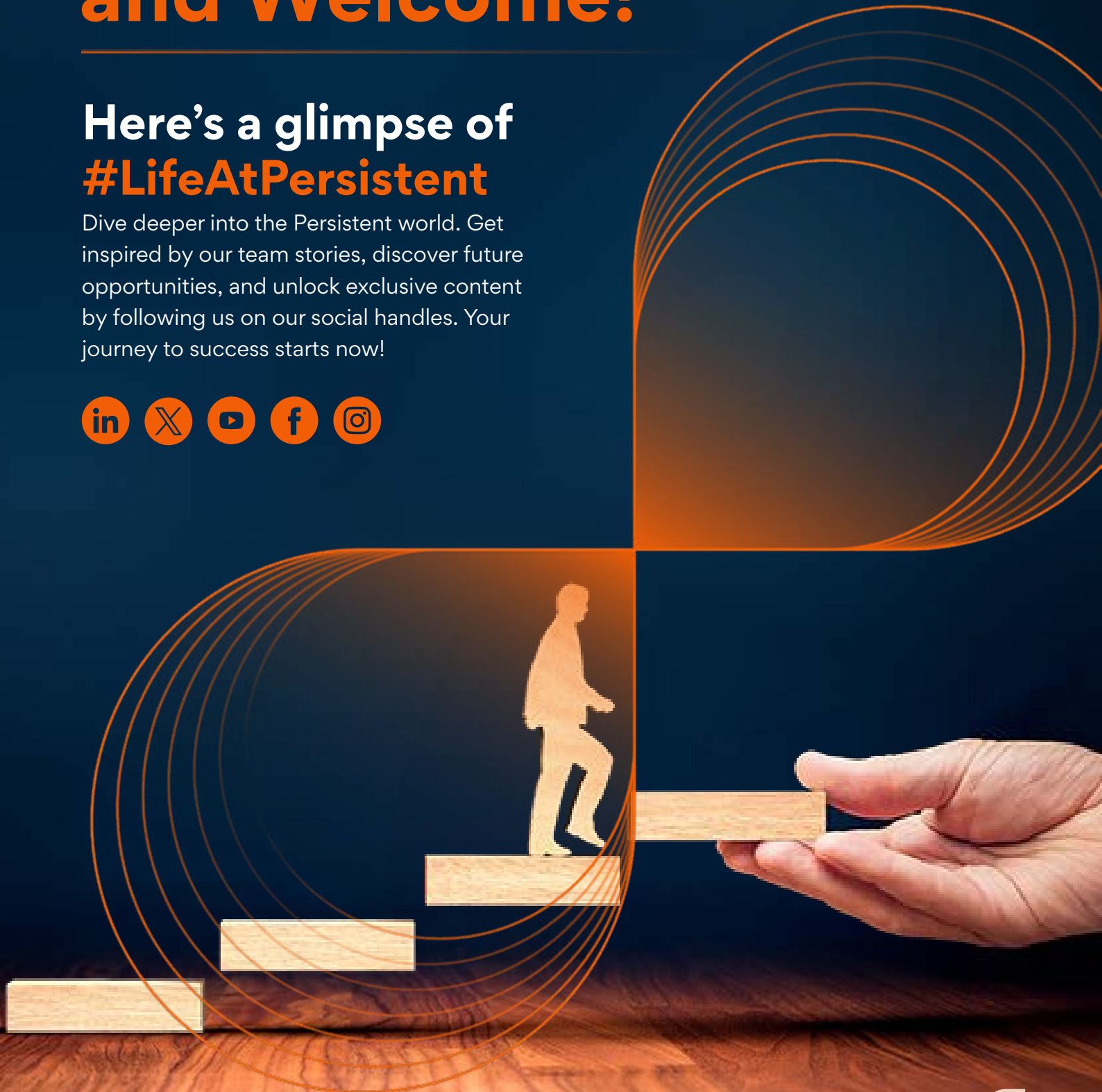
Buckle up for an epic ride where your design, consult, and coding skills elevate you to heights even your coffee can't reach!

We can't wait to see you make your mark at Persistent.  
Oh, and did we say

# Congratulations and Welcome!

## Here's a glimpse of **#LifeAtPersistent**

Dive deeper into the Persistent world. Get inspired by our team stories, discover future opportunities, and unlock exclusive content by following us on our social handles. Your journey to success starts now!



Reference: Persistent/Recruitment/746975/5.1

**Confidential**

09-Oct-2024

Mr Rajendra Lokhande  
Flat no 202 Shiv Appartment Near Ashapushpa School, Abhinav Collage Road Narhe -411041

Dear **Rajendra**,

Subject: **Your Appointment as Engineering Lead**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Engineering Lead** at grade **5.1** with Persistent Systems (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

We would appreciate your joining at the earliest but in any case not later than **10-Oct-2024** as mutually agreed.

**The terms and conditions of this offer for employment are:**

**Salary**

Your Annual Cost To Company will be **INR 14,90,996**. A detailed break up of your salary is given in Annexure-A.

**Statutory Bonus / Ex-Gratia Payment**

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-Gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-Gratia' will be eventually considered towards 'Ex-Gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-Gratia' in retrospect.

**Persistent Confidential**

**1**

**Persistent Systems Limited**, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000

**Persistent Systems Inc.**, 2055 Laurelwood Rd, Suite 210, Santa Clara, CA 95054, USA | Tel: +1 (408) 216 7010

CIN – L72300PN1990PLCO56696 | Fax - +91 (20) 6703 0009 | e-mail – [info@persistent.com](mailto:info@persistent.com) | Website – [www.persistent.com](http://www.persistent.com)



**APB - Annual Performance Bonus (as per the Company policy)**

This payment is part of your annual gross salary. Some part of APB will be paid to you on a Monthly basis and remaining part will be paid as per the Annual Performance Bonus Policy of the Company.

**Additional Terms –****1. Acceptance of Offer**

- Please send us your acceptance of the offer on or before **10-Oct-2024**.
- Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- You are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses and expenses that the Company may be required to pay as a result of not producing a valid letter unconditionally relieving you from the previous job.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, at any stage of recruitment process or in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including revocation of the offer or termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

**2. Work Location**

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

### **3. Increments and Promotion**

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be determined by the Company and driven as per the then prevailing Performance and Health Management Policy of the Company.

### **4. Probationary Period**

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

### **5. Recovery of Expenses**

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining. Joining Bonus shall be recovered as stipulated in 'Joining Bonus' clause above.

### **6. Notice Period**

If you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company may, at its discretion, relieve you prior to the aforesaid notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

### **7. Mediciam Insurance Policy**

Mediciam Insurance policy is a family floater policy and the maximum sum assured is as stated in Annexure – B . Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

### **8. Retirement**

You shall retire on the day of completion of your sixty years of age. For this purpose, the date of your birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.



## **9. Rules and Regulations**

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

## **10. Invention Assignment and Confidentiality Undertaking**

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

## **11. Code of Conduct**

As part of the joining process, you will be required to sign 'Code of Conduct'.

## **12. Working Days**

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

## **13. Information and Security**

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

## **14. No Conflict**

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

## **15. Dispute Resolution**

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle

the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

#### 16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Shweta\_Padhye** at **shweta\_padhye@persistent.com** one week prior to your joining date.

#### 17. Joining Formalities

Kindly contact **Kalyani Kotgale**(**kalyani\_kotgale@persistent.com**, **Ph.No.- 020-66965038**) on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

#### Persistent Systems Limited

**IN-Pune-Hinjewadi-Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.**

Please find the details of the documents/information required at the time of joining, in Annexure C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

**For Persistent Systems Limited**



**Yogesh Patgaonkar**  
**Chief People Officer**

#### Annexure to and forming part of this letter:

1. Salary Breakup Sheet (Annexure A)
2. List of Company Benefits (Annexure – B)
3. Documents Required on the day of joining (Annexure C)

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**Acceptance of the offer**

**Persistent Confidential**

**5**

**Persistent Systems Limited**, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000

**Persistent Systems Inc.**, 2055 Laurelwood Rd, Suite 210, Santa Clara, CA 95054, USA | Tel: +1 (408) 216 7010

CIN – L72300PN1990PLCO56696 | Fax - +91 (20) 6703 0009 | e-mail – [info@persistent.com](mailto:info@persistent.com) | Website – [www.persistent.com](http://www.persistent.com)



I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on **10-Oct-2024**.

**Date:**

**Signature:**

**SALARY BREAK-UP SHEET (Annexure – A)**

Date: **09-Oct-2024**  
Name: **Rajendra Lokhande**

Grade: **5.1**

Location: **Pune**  
Designation: **Engineering Lead**

I	Monthly Components	% of basic salary	Amount (INR)
1.	Basic Salary		42,400
2.	House Rent Allowance	50%	21,200
3.	Company contribution to E.P.F./Special Pay I #		5,088
4.	Superannuation fund/Special Pay II	15%	6,360
5.	National Pension Scheme/Special Pay III	10%	4,240
6.	Leave Travel Assistance	10%	4,240
7.	Statutory Bonus/Ex-Gratia	20%	8,480
8.	Miscellaneous Allowance		15,046
<b>Total to be paid monthly (M)</b>			<b>1,07,054</b>
<b>Total for the year [M * 12] [A]</b>			<b>12,84,648</b>
II	<b>Variable Components</b>		
1.	Annual Performance Bonus[APB] Per Month [M]		12,083
	<b>Total APB 10.0% of Annual Gross Salary [B]</b>		<b>1,44,996</b>
III	<b>Annual Component</b>		
1.	Provision for your gratuity [C]	4.0%	20,352
<b>Annual Gross Salary [A + B + C]</b>			<b>14,49,996</b>
IV	<b>Major Benefits [Average cost per person p.a.]</b>		
	<b>Insurance* and Food** [D]</b>		<b>41,000</b>
<b>Cost To Company (CTC) [A + B + C + D]</b>			<b>14,90,996</b>



**#Provident Fund Contribution Option:**

As permitted by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 and its Rules, at the time of joining, if you give your written consent, Company will provide you an option to limit your Provident Fund Contribution to maximum monthly wage ceiling defined by EPF authority (Currently it is INR 15,000/- per month) instead of on the entire basic salary mentioned in this salary break-up sheet. You understand and agree that if you explicitly consent to choose the above mentioned option, you will see following impact in your monthly pay slip.

- There is no impact on your Gross salary and CTC salary as stipulated under Annexure A.
- Both Employee's contribution and Company contribution to E.P.F will be lesser than what is mentioned in the salary break-up sheet under Annexure A -I point no. 3. Differential amount will be shown under "Special Pay I" in your pay slip. Income tax deduction benefit would reduce to that extent.
- As EPF deductions are less, your take home pay would be more than what is stipulated under Annexure A. This will attract appropriate income tax.

You agree and understand that as and when the EPF authorities revise maximum monthly wage ceiling (currently INR 15,000/- per month) appropriate changes will be made keeping the same principle, i.e. limiting both employee and employer contribution to statutory wage ceiling, as long as it is permitted by the law.

**For Persistent Systems Limited**



**Yogesh Patgaonkar**  
**Chief People Officer**

### Annexure - B

**In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy**

- Leaves
  - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
  - Maternity Leave (ML) - As statutory requirement
  - Paternity Leave (PAL) - 5 Days
  - Child Adoption Leave (CAL) - 10 Days
  - Long leave
  - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up
- Voluntary Top-up Insurances
- Persistent Employee Benefit Trust

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

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#### **\*\*Food**

- Lunch, Snacks

#### **\* Insurance Policy**

- Group Term Life Insurance and Critical Illness (Self only)
- Personal Accident (Self only)
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is INR 5 Lakhs per year with parent sum insured restricted to INR 2.5 Lakhs per year. Employees can cover Spouse & 2 Children (Legitimate or legally adopted) up to the age of 25 and two dependent parents (Age less than 75 years). Female employees can cover either their dependent parents or in-laws under the current policy. Specially Abled & LGBTQ dependents will be covered in the policy.

## **Annexure – C**

### **Guidelines for Joining Process**

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

#### **1) System Entries**

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

#### **2) Upload Documents**

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

**Valid documents for each category are:**

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License
4. Aadhaar Card

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt



5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.



See Beyond,  
**Rise Above**

**Persistent Systems Limited**

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