



Nagarro Software Pvt. Ltd  
(CIN :U72900DL1996PTC075453)

**Date:**December 9, 2021

**Manan Mishra,  
(Uttar Pradesh) India**

**Subject: Training Letter**

Dear Manan Mishra,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee at Nagarro.**

You are requested to join us on or before **January 10, 2022.** During the period of training you would be paid a stipend of **Indian Rupee (INR) 19,000.00/-** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro.**

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

A handwritten signature in blue ink that reads "Swati Yadav".

Swati Yadav  
**Director**

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026  
Unit II: Plot No. 36, Electronic City, Sector-18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832  
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(CIN :U72900DL1996PTC075453)

**Ref:**Nagarro Software Pvt. Ltd./APP/18001917/1297860

**Date:**December 9, 2021

**Manan Mishra,  
(Uttar Pradesh) India**

Dear Manan Mishra,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engineer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot Udyog Vihar, Sector - 18, Gurgaon, India**. You can join us on or before **July 10, 2022**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in person mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav  
**Director**

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|             |                     |
|-------------|---------------------|
| <b>Name</b> | <b>Manan Mishra</b> |
|-------------|---------------------|

| <b>Monthly Earnings</b>                   | <b>Amount in Indian Rupee (INR)</b> | <b>Annualized Amount in Indian Rupee (INR)</b> |
|---|-------------------------------------|--|
| Basic Pay                                 | 15,000.00                           | 180,000.00                                     |
| HRA                                       | 7,500.00                            | 90,000   |
| Executive Allowance                       | 12,278.00                           | 147,336.00                                     |
| <b>Total (A)</b>                          | <b>34,778.00</b>                    | <b>417,336.00</b>                              |
|   |                                     |  |
| <b>Annual Earnings</b>                    | <b>Amount in Indian Rupee (INR)</b> |  |
| Medical Reimbursement*                    | 0                                   |  |
| Employer's Contribution to Provident Fund | 23,400.00                           |  |
| Employer's Contribution to ESIC           | 0.00                                |  |
| Leave Travel Allowance**                  | 0.00                                |  |
| Gratuity***                               | 8,664.00                            |  |
| Labour Contribution Fund                  | 600.00                              |  |
| <b>Total Yearly (B)</b>                   | <b>32,664.00</b>                    |  |
| Variable Bonus                            | 0                                   |  |
| <b>Total Fixed Compensation (A+B)</b>     | <b>450,000.00</b>                   |  |

**Note:**

\*\*Leave Travel Allowance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

\*\*\*Payment as per Gratuity Act

Income Tax in respect of the above mentioned compensation package should be borne by the employee. There would be follo deduction from Monthly A- Tax/ Medclaim / PF-employee contribution and Transport (Optional)

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month



| Group Insurance  |                    |   |
|--|--------------------|---|
| Guidelines:-   |                    |   |
| <b>Group Mediciclaim Insurance</b>   |                    |   |
| <p>a) An employee has a mediclaim insurance cover of 3 lac by default and he/she at the time of joining can increase his/her sum insured upto 1 lakhs &amp; cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.</p> <p>b) During mid-term of the policy, only newly-wed spouse, Parents in Law (on account of marriage) and new born child can be included in the within 90 days from Date of Marriage and Date of Birth respectively. No other dependent can be included during mid-term of the policy.</p> <p>c) Downward revision of Sum Insured will be allowed at the time of renewal as per the then prevalent term and conditions of the policy.</p> <p>d) Exclusion of dependents will be allowed at the time of renewal only as per the then prevalent terms and conditions of the policy.</p> |                    |   |
| <b>Group Personal Accident Insurance (GPA)</b>   |                    |   |
| The GPA Policy provides the insured a cover for disability or death caused by an accident.   |                    |   |
| <p>a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a sum insured upto 4X to 10X as per policy terms. Premium deduction details has been provided in table below.</p> <p>b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.</p>   |                    |   |
| <b>Group Term Life Insurance (GTL)</b>   |                    |   |
| The GTL policy provides the insured a cover in case of death.  |                    |   |
| <p>a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The most common practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.</p> <p>b) Exit from the policy can be done at the time of renewal only by selecting "0X" multiplier in internal insurance application.</p>  |                    |   |
| Premium for Group Insurance  |                    |   |
|  | Premium            | Deduction   |
| Premium Deduction for Mediciclaim Insurance  | Calculated Formula | In equal instalments starting from the following month of DOJ till Policy end date. |
| Premium Deduction for GPA  | Calculated Formula | From the following month of DOJ   |
| Premium Deduction for GTL (optional)   | Calculated Formula | From the following month of DOJ   |

**Annexure "B" – Page 1/****Terms and Conditions**

The key service conditions applicable to your employment are given below. The Company reserves the right to revise these terms and conditions any time.

**1. Place of Posting and Assignment:**

Your place of posting will currently be GURUGRAM. However, you are liable to be temporarily assigned or permanently transferred from one place to another, one job to another, one unit to another, wherever located in the country or abroad, at any point of time as the exigencies of work demand. You can also be deputed to work in and/or for any client or affiliate company.

**2. Whole Time Service:**

Your employment with the Company is full time and while so employed, you must under no circumstances engage yourself directly or through any agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Any breach of this condition may result in your immediate termination from the services of the Company.

**3. Inventions and Discoveries:**

The rights created or accrued out of any and all discoveries, inventions, copyrights, patents, etc., which you may make or obtain during the period of your employment with Nagarro shall exclusively vest with the Company and may be re-assigned by it as it deems fit. This does not apply to or non-commercial products that are wholly unconnected with the business of the Company.

**4. Termination on Misconduct or Breach of any Service Condition:**

If you are found guilty of any misconduct or should you commit any breach of the service conditions or get involved in an act which in the opinion of the Company is prejudicial to the interest of the Company, the Company may without any notice terminate your services.

**5. Termination by Notice:**

Without prejudice to clause 4 above, your services can be terminated at any time by giving two calendar months' notice or two months' salary in lieu of notice. In case you desire to leave the services of the Company, you will have to give us two calendar months' notice. In case you do not give two calendar months' notice, the Company will have the authority to recover up to two months' salary from your full and final dues (inclusive of performance linked bonus, if any) depending upon the impact of your resignation on the work assigned to you.

I have read and understood the above terms and conditions and I agree to abide by the same.

**Signature**

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**Annexure "B" – Page 2/****6. Company's decision on Termination to be Final and Binding:**

The Company's decisions regarding termination under clauses 4 & 5 shall be final and binding.

**7. Retirement:**

The Company's retirement age is 60.

**8. General Policies and Procedures:**

A copy of the General Policies and Procedures of the Company will be given to you on the date of joining. You will be required to adhere to them as well as to any other service conditions governing your unit and location that may be in force currently and/or which may be issued from time to time by the Management with respect to hours of work, weekly offs, paid holidays etc.

**9. Reference/Background Checks:**

Your employment by the Company is conditional upon and subject to completion of an Employment Application, the completion of a reference/background check, and approval thereof by the Company, in its sole discretion.

**10. Confidentiality of this Offer:**

The package offered to you is highly confidential and must not be revealed between now and the joining date or while in employment or there; any individual/agency/organization, by word of mouth or otherwise.

**11. Jurisdiction:**

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

**12. Final Agreement:**

This written offer supersedes all verbal or written agreements between you and the Company.

**For Nagarro Software Pvt. Ltd.**



**Authorized Signatory**

I have read and understood the above terms and conditions and I agree to abide the same.

Name

Signature

Date

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