



SYNTEL PRIVATE LIMITED
SEZ - Unit
(Syntel - Special Economic Zone)
Plot No. B-1/B2, Software Technology Park,
Dehu - Alandi Road, MIDC Talawade, Tal -
Haveli,
Pune - 412 114 India
Tel: 91 020 40701000
Fax: 91 020 40781100

Date: 12th July 2016

Intent to Offer

Dear Ketaki Subhash Kivade,
Syntellect ID: 56687

Congratulations!

We are pleased to record this intent to offer for the position **Trainee (Band B2, Grade AP1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with Syntel nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the Graduate program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of 55 %.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc... as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.



This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room / on the job training to our satisfactory, your appointment stands cancelled. That the offer of on-boarding will automatically expires if the candidate failed to respond to this Offer of Intent in writing on or before the end of 4 weeks from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. We take this opportunity to welcome you into Syntel family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions.

Signature

ANNEXURE A
SALARY DISTRIBUTION

Name :			
Designation :	-		
Band : B2	-		
Pay and Allowances	%	Monthly	Yearly
Basic Pay (A)	40%	9,033	108,400
HRA (B)	20%	4,517	54,200
Meal Allowance (CC)		1,500	18,000
Special Allowance (D)		2,830	33,960
City Allowance (EE)		903	10,840
Bonus (F)	8%	2,000	24,000
Co.'s Contribution to PF (G)		1,800	21,600
Sub-Total - I (H)	100%	22,583	271,000
Reimbursements and Other Benefits			
Transport Expenses		1,600	19,200
Medical Reimbursement Expenses		1,250	15,000
Leave Travel Assistance		400	4,800
Sub-Total - II		3,250	39,000
Total Compensation (I + II)		25,833	310,000