

Congratulations!

We take great pleasure in inviting you to be an integral part of Mindsprint.

With deep domain knowledge and experience of over three decades, Mindsprint is a breeding ground for innovators, technology experts, business strategists, as well as young, fresh minds who think and breathe digital.

We continue to build a growth mindset culture, empowering you with strong capabilities to handle complex challenges, and supporting you every step of the way.

Global
Exposure

Entrepreneurial
Team

Investment in
Leading Tech

Partnership
Approach

We want to help you sprint towards mindful possibilities – for yourself, for your peers and for our clients.

Our values are our shared philosophy that drive our decisions and culture.

People-
powered

Ownership-
led

Impact-
driven

All other employment terms and conditions are available as part of the detailed offer of Appointment below.

We cannot wait to transform, collaborate and grow together. Wishing you a successful career at Mindsprint!

Yours truly,



Arvind Raj B
Sr. Vice President & CHRO

MINDSPRINT

06-08-2025

Shivam Kumar
MINDSPRINT DIGITAL (INDIA) PRIVATE LIMITED,
Chennai

OFFER OF APPOINTMENT

Dear **Shivam Kumar**

Welcome to Mindsprint!

We are pleased to appoint you as Junior Engineer – (F1) with **Mindsprint Digital (India) Private Limited** (hereinafter referred to as “Company”). The terms and conditions of your appointment are given below:

1. Appointment

- 1.1 Your appointment is with effect from 06-08-2025.
- 1.2 During course of your employment, you will be governed by the rules, regulations and the “Company Policies” as enforced and as may be amended from time to time and accessible to the employees via Company’s Communication Portal/Intranet/SharePoint.
- 1.3 You are required to indicate your acceptance of this offer of employment terms & conditions within 5 calendar days from the date of offer through Mindsprint’s Online recruitment portal or by an email to the respective recruiter, failing which this offer will automatically cease.
- 1.4 Your appointment is contingent upon satisfactory reference and background checks including verification of your application materials, address, education, criminal records, and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- 1.5 You will be required to report to Saravana Muthu, Manager Operations, or his/her nominee. You will be reporting to such person in Company as may be indicated to you from time to time. Your services are transferable, and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.6 Your designation may be changed at the discretion of the company depending on the work assigned to you.
- 1.7 On the day of joining, you are requested to be present at 9:30 am for your on-boarding formalities either through the virtual platform or directly at Mindsprint Digital India Private Limited Ascendas 12th Floor Zenith Building International Tech Park CSIR Road Taramani Chennai – 600 113 India.
- 1.8 We request you to produce the required documents as per the checklist provided in the onboarding documentation portal through our HCM.

Shivam

2. Working Hours

Your working hours will be as advised to you by your superiors from time to time and you may be expected to work in different shift hours as per your project/role demands. Ordinarily you will be required to work for a minimum of 45 hours each week (including your break hours).

3. Leave

You will be entitled to leave as stipulated in the Company Leave Policy as applicable. **36 days per year** comprising-12 Wellbeing Leave, 12 Casual Leave & 12 Paid Leave.

4. Termination

- 4.1 "The Employee may terminate his/her employment with the Company by giving: 3 months' notice in writing, after the Confirmation of the services with the Company. Any reductions with respect to the notice period / early relieving shall be at the sole discretion of the Company. In the event the Company agrees to reduce the notice period of the Employee, the Company shall be entitled to require the Employee to pay salary in lieu of the reduced notice period.
- 4.2 The Company may terminate the employment of the Employee with the Company by giving: 3 months' notice in writing, or salary in lieu of notice after the confirmation of the services with the Company."
- 4.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct.
- 4.4 All employment documents/proofs submitted by you will be subject to background verification as per company's condition of hire. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance or any discrepancies of background verification will lead to termination of employment without notice.
- 4.5 If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation.

Shivam

5. Retirement

You will retire in the normal course from the services of the company at the end of the month in which you attain the age of retirement, which is 58 years.

6. Confidentiality

- 6.1 You shall not, either during or after leaving employment of the company, divulge, make known or communicate to any other person or persons, firm, company, concern, or you make use of any secrets or information, which you may acquire, receive, or obtain in relation to the affairs of the company, or any other matter, which comes to your knowledge in the course of, or by reasons of your appointment with the company, except with the consent in writing from the company.
- 6.2 Upon your resignation or retirement from the company or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files, and books etc. (including but not limited to leased properties).
- 6.3 You will not reproduce, store in a retrieval system, or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

7. Compensation

- 7.1 Your individual compensation is strictly between yourself and the company. It has been determined based on numerous factors such as job role, skills — specific background and professional merit. This information and any changes made therein should be treated as personal and confidential.
- 7.2 You will be paid an Annual Fixed CTC of INR **4,62,222/- (Twenty One Lakhs Six Thousand Six Hundred And Seventy Two Rupees)** cost to company basis, which includes all your perquisites and allowances.
- 7.3 In addition to the above, you are eligible for an Annual Performance Incentive of **INR 57,778**. The actual incentive pay out will vary based on individual and company performance. Further, actual incentives will be paid on pro-rata basis depending on the number of days you have been active in the year (January to December) and incentives will be paid only for employees with Date of Joining on or before 30th June for the current year.
- 7.4 Salary revision is paid out for fiscal year performance (Jan-Dec) and will be paid on pro-rata basis depending on the number of days you have been active in the year (January to December) colleagues joining post 30th June will not be eligible for salary revision for the current year. Such colleagues will participate in next fiscal year's salary revision and incentive plan. Employee who has resigned or is serving his/her notice period during salary revision cycle, will not be eligible for salary revision.
- 7.5 The breakup of the salary is detailed in the Annexure I and the recovery clauses pertaining to company provided benefits/allowances if availed by you at the time of joining, are detailed in the Annexure II

8. Benefits

You will be covered by the Company's Medclaim, Group Term Life and Accident Insurance as per company rules, reviewed/revised from time to time and Gratuity as per the Payment of Gratuity Act.

Shivam

9. General Employment Obligations

- 10.1 Your employment with the Company is a full-time employment. During course of employment with the company, you shall not enter the service of employment, consultancy, full or part time, of any other person or organization or you carry on or be interested in any business.
- 10.2 Your appointment, continuation and permanency will always be subject to your remaining physically and mentally fit and alert considering the nature of your duties. The Management has every right to get you medically examined or re-examined at any time by the registered Medical Practitioner, or Eye Specialist or a Civil Surgeon appointed by the Company whose findings will be final and binding upon you.
- 10.3 Before proceeding on an overseas assignment, you will be required to give the company, a written undertaking for dedicated services to the client, completing the work/project assigned and timely return to resume work in India. The details of such assignments including reimbursement of necessary expenditure will be communicated to you before your proceeding on such assignments.
- 10.4 It is your responsibility to notify the company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details, etc.) within 3 working days.
- 10.5 While serving the Company, you shall give and devote the whole of your workday exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.
- 10.6 You may be selected and sponsored by the Company for training assignments with company's associates or other institutions abroad. You will diligently and beneficially, take part in such training and assignment.
- 10.7 All programs, processes, system logins, manuals, literatures etc. developed by you while in company service will always be deemed to be the sole property of the company. Also, the company will always have the sole proprietary right in any new system which you may develop while in company's service.
- 10.8 You shall obtain written permission from the Management Team for any studies giving full details of examination and duration. While following studies, the duties and accountabilities of your job will not be compromised and the demand arising out of work will prevail over.
- 10.9 You are expected to remain on duty throughout the business/working hours of the organization and be present in time for any meeting or get together scheduled by the company.
- 10.10 If any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have wilfully suppressed any material information, you will be liable to be terminated without notice.
- 10.11 You shall be governed from time to time by the laws of the land as applicable to an employee in the company's service.
- 10.12 As substantial amount of technical and other information will be obtained by you or will be available to you, you will treat such information as Confidential Information and any information so obtained must not be communicated directly or indirectly to any person, firm, or company. You will sign a Secrecy Agreement of Non-Disclosure / Confidentiality as part of the terms of your employment.

Shravan

10. Non-Disclosure Agreement

11.1 You shall not, at any time during the continuance or after the termination of your employment hereunder, divulge either directly to any person, firm or Company or use for yourself or another any knowledge, information, formulae, processes, methods, compositions, ideas or documents, concerning the business and affairs of the company or any of its dealings, transactions or affairs which you may acquire the company or any of its dealings, transactions or affairs which you may acquire or have to your knowledge during the course of and incidental to your employment.

11.2 You will not undertake business of similar nature with any other company during the period of your employment with this company.

11.3 If, during course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this company prior to you separating from the services of the company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.

11.4 You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.

11.5 During your employment with the Company, you shall be subject to, and must abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, and regulations, as it deems fit, without notice.

We have pleasure in welcoming you and looking forward to mutually meaningful association!

Yours truly,
For Mindsprint,



Arvind Raj B
Sr. Vice President & CHRO

(The appointment letter is enclosed in duplicate, and you are requested to sign the duplicate copy of the appointment letter.)

I have Read, Understood, and Accepted the terms and conditions of employment. As desired, I will join the company's services w.e.f. _____.

Signature: 

Date:

ANNEXURE I: SUMMARY OF REMUNERATION AND BENEFITS APPLICABLE

Name: Shivam Kumar

Designation: Junior Engineer

Level/Grade: F1

Location: Zenith, 12th Floor, Chennai, Tamil Nadu, India

Date of Joining : 06-08-2025

Strictly Personal & Confidential

COMPENSATION DETAILS:

Salary Component	Annual Amount (INR)	Monthly Amount (INR)
Basic	1,84,889	15,407
HRA	92,445	7,704
Special Allowance	72,701	6,059
Telephone Reimbursement	36,000	3,000
LTA	30,000	2,500
Food Coupons	24,000	2,000
Provident Fund (Employer's Contribution)	22,187	1,849
Fixed CTC	4,62,222	38,519
CTC	4,62,222	38,519
Performance Linked Incentive	57,778	4,815
Total Pay	5,20,000	43,334

One-time Joining Bonus (if applicable):



Arvind Raj B

Sr. Vice President & CHRO

Signature : 

ANNEXURE II - RECOVERY CLAUSES

In the event where the Company has paid for your travel/relocation/joining bonus/special bonus/notice period buyout of previous employer at the time of joining, all expenses borne on account of above-mentioned expenses paid to you as per the Company's policy will be recovered in full, if you resign from the Company before a period of 12 months.

You shall also be required to clear all dues and formalities in respect of any Company facility such as brokerage, relocation, loan, and other amounts that you may be required to refund as per Company policy prior to leaving the services of the Company. In the event you fail to settle accounts, complete necessary formalities, or otherwise clear your dues, the Company shall be entitled to adjust such amounts against any amounts payable to you and further reserves the right to initiate appropriate legal action for recovery of any balance dues at your risk and cost.



Arvind Raj B
Sr. Vice President & CHRO

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I have Read, Understood, and Accepted the terms and conditions of employment. As desired, I will join the company's services w.e.f. _____.

Signature: 

Date: