

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

COPY

05-Sept-14

Ref: HR/5774 /Sept'14

Mr. Lakshmi Narasimhan Ravichandran
Prince Vasudevan Engg

Dear Lakshmi Narasimhan Ravichandran,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai(Mahindra World City), India and the scheduled date of joining is on or before 08-Sep-14. The offer stands withdrawn thereafter, unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs.300000/- (Rupees Three Lakhs Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 2. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexure carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: RNTBCI.Onboarding-humanresources@rntbci.com and you are requested to submit the copies of self attested document as per Annexure 1A at the time of joining.

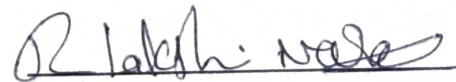
Renault Nissan Technology & Business Centre India family welcomes and wishes you for a rewarding career.

For Renault Nissan Technology & Business Centre India Pvt. Ltd.,



S Arokia Sagayaraj
Vice President – HR & Admin

Acceptance of Offer



Lakshmi Narasimhan Ravichandran

Encl : **Annexure 1**(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup)

Ref : HR/5774 /Sept'14

Lakshmi Narasimhan Ravichandran

RENAULT · NISSAN
JOINT VENTURE COMPANY

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

COPY

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

**Annexure 1
(Salary Structure)**

Name	Lakshmi Narasimhan Ravichandran	
Designation	Trainee (Graduate Engineer)	
Department	IS IT	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15000	180000
PF (Employer Contribution)	1800	21600
PF (Employee Contribution)	1800	21600
Gratuity	722	8658
Sub Total – A	19322	231858
Benefit Basket – B		
1) HRA	4500	54000
2) Conveyance	800	9600
Sub Total – B	5300	63600
Special Allowance - C	379	4542
Gross Salary = A+B+C	25000	300000

→ In Addition to the Gross Salary indicated above, your CTC(Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ **Benefits**

* Company Group Insurance Scheme

- Group Medclaim Policy - for Self & nuclear family(Spouse & 2 children)
- Group Term Life Insurance - for Self
- Group Accidental Policy - for Self

* Retirals

- Employee's Group Gratuity Assurance Scheme linked to LIC(Life Insurance Corporation of India)

→ Employee availing company transportation will have a deduction of Rs.1500/-* from their monthly salary through Payroll. The details will be specified at the time of joining.

* The deduction amount towards Company Transportation may change subject to company's discretion and the same will be intimated at the time of change.

Ref : HR/5774 /Sept'14

Lakshmi Narasimhan Ravichandran

RENAULT • NISSAN
JOINT VENTURE COMPANY

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

COPY

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

**Annexure 2
(Check list of Documents)**

Following copies of self attested document are required to be produced at the time of joining along with the Originals for Verification:

Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

Ref : HR/5774 /Sept'14

Lakshmi Narasimhan Ravichandran



RENAULT · NISSAN
JOINT VENTURE COMPANY

RENAULT NISSAN TECHNOLOGY & BUSINESS CENTRE INDIA PRIVATE LIMITED

COPY

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

Annexure 3 (Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Code of Conduct

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Training Period

You will be on a GET training period for One Year from the date of joining,

Confirmation of Service

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an 'Software Engineer' and your revised annual gross salary as Software Engineer will be Rs.345000/- (Rupees Three Lakhs Forty Five Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

Background Verification

You have been engaged on the presumption that the particulars furnished by you are correct. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your appointment with the company shall stand terminated /cancelled without any notice.

Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Personal Indebtedness

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

Medical

The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

Dress Code

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

COPY

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

**Annexure 3
(Terms & Conditions of Employment)**

Posting / Transfer of Service

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Training

You will be provided adequate training as per company GET training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Payroll

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 26th of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

Confidentiality Agreement

This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

Service Agreement

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for GET Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

Intellectual Property Ownership:

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

Ref : HR/5774 /Sept'14

Lakshmi Narasimhan Ravichandran


RENAULT · NISSAN
JOINT VENTURE COMPANY

RENAULT NISSAN TECHNOLOGY & BUSINESS CENTRE INDIA PRIVATE LIMITED

COPY

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

Annexure 3 (Terms & Conditions of Employment)

Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Termination of Service

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement; ('Service Agreement for GET Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, joining bonus, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

Restraints

Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

Ascendas IT Park, Mahindra World City, SEZ
No. T P 2 / 1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603 004.
CIN: U50401TN2007PTC064840, Tel: 91 44 67481000, Fax: 91 44 67481150

**Annexure 4
(Mandatory Medical Checkup)**

You will have to undergo a medical check up organized by the Company within a week from your date of joining. Our medical representative will get in touch with you to organize your check up with the Company approved clinic. The following tests will be taken to examine your medical fitness.

- Complete Health History Collection
- Physical Examination
- Ophthalmology- Vision & Color
- Audiometry
- Chest X ray
- CBC with Blood Group & Type
- Blood Glucose Random
- Urine Routine
- Sr Creatinine
- ECG
- Lipid Profile

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.

Contact Person : Mr. Arvind - arvind.prabhu@rntbci.com – 04467481923/ +918939966430



Ref : HR/5774 /Sept'14

Lakshmi Narasimhan Ravichandran