



**Date:28.03.2016**

**To**

**Mr. Nishant Chawla  
Pune**

**Dear Mr. Nishant,**

We welcome you to Mindtree Ltd. and are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavor to succeed emanates from three key words - "Bright, Confident and Active". In addition our Mission, Vision & Core values guide all our business transactions.

Mindtree provides long-term career opportunities for every Mindtree Mind. We sincerely hope that, you will grow with us and together we will build a memorable Institution.

Enclosed please find your employment letter and other relevant details.

Thanking You.

**For Mindtree Limited.,**

A handwritten signature in black ink, appearing to read "Pankaj", with a long horizontal stroke extending to the right.

**Pankaj Khanna  
Vice President - Revenue Assurance**

**Date:28.03.2016**

**To**

**Mr. Nishant Chawla**  
**Pune**

Sub - Employment Letter

**Dear Mr. Nishant,**

We are pleased to make an offer to you to join Mindtree Ltd., at our Bangalore office as MODULE LEAD in competency C3. Your total cost to company will be Rs. 1,000,009/- per annum (This includes 12.00% of Performance Bonus). You can get more details regarding performance bonus plan on joining. Details of the salary structure are given in the subsequent pages.

#### TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality and Non-Compete agreement annexed hereto at Annexure A. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. We expect you to keep the salary details confidential at all times.

#### NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full-time work, without the consent of the company. Also this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

#### TRANSFER

You could be transferred to any of other offices/branches/subsidiaries/affiliates either domestic or abroad, should the need arise. You will abide by the company's rules and regulations as may be in effect from time to time with respect to your function, grade or location where you work in.

#### RETIREMENT



The service in the firm is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form will be treated as final.

#### METHODS

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.

#### CODE OF CONDUCT

Mindtree has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms once you join the company.

#### TERMINATION

Either party may terminate the appointment by giving the other party three months notice in writing. Also, the company may terminate your services with immediate effect by paying three month's salary and allowances, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

#### TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

#### BACKGROUND CHECK & REFERENCES

We will conduct a background and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Mindtree may deem necessary for a background check. Our authorized partner, will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a Mindtree approved agency .

#### PERFORMANCE MANAGEMENT AND SALARY REVISION

You will have an anniversary based performance & compensation review i.e. after 12 months from the date of joining. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time. From the second year onwards you will be aligned to the general Compensation Revision cycle applicable for the rest of the company.



## RELEVANT EXPERIENCE

As per our interview panel's recommendation, we are considering 04 Months out of your total experience to be relevant to the business of our organization.

On the date of joining Mindtree, your experience from the date of this offer letter till the date of relieving from your current employer will be added to your total & relevant experience subject to validation of relevance of experience during Background Check Process.

## VALIDITY OF THE EMPLOYMENT LETTER

This letter is valid for a period of three days from the date mentioned in this offer. You are requested to confirm this offer before the expiry of 3 days from the date mentioned in this letter as token of acceptance of this offer.

We are confident that you will advance professionally and financially with Mindtree Ltd., through your diligence and professionalism. We would appreciate your acknowledging the receipt of this letter and acceptance of this offer within three days from the date mentioned in this letter, failing which the employment letter stands void.

Yours sincerely,  
**For Mindtree Ltd.,**

**Pankaj Khanna**  
**Vice President - Revenue Assurance**

Acceptance

I, Nishant Chawla agree to accept the employment on the terms and conditions mentioned in this appointment letter and the annexures. I hope to join Mindtree Ltd. on \_\_\_\_\_.

Name	Signature	Date	Place
------	-----------	------	-------

### Compensation Stack

Name	Mr. Nishant Chawla
Competency	C3
Designation	MODULE LEAD

The detailed break up of your CTC components is given below (all figures in INR and per annum)

Basic	200,004
FEP	640,152
Provident Fund	24,000
Gratuity	9,600
Insurance Benefits*	5,052
Emergency Medical Fund	1,200
Annual Gross	880,008
Performance Bonus ** (12.00% of CTC)	120,001
Cost to Company	1,000,009

**\* Insurance Benefits:**

- Premium towards Group Medical Coverage (GMC) upto Rs. 400,000/- per annum for self and family. Family includes spouse and 2 dependent children. Parents policy & top up options are available and can be availed by paying the premium amount.
- Premium for Group Term Life (GTL) cover for self-up to Rs. 1,500,000/-.
- Premium for Group Personal Accident cover for self-up to Rs. 1,500,000/-.

**\*\* Performance Bonus:** The per annum maximum performance bonus is 12.00% of CTC.