

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A-9, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4382800 F: +91 120 2445974

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

APPOINTMENT LETTER

Manoranjani .
SHANTHI NIKETHAN COLONY, THORAIPAKKAMPLOT NO 24, RAMALINGA 1st STREET
KANCHEEPURAM, Tamil Nadu , CHENNAI

Dear Manoranjani .,

Congratulations! After successful completion of your training program with HCL Training and Staffing Services Pvt. Ltd, we are pleased to inform you that have been appointed to **HCL Technologies Ltd.** ("HCL"/ "Company") as Software Engineer at band E1.

Your date of joining HCL will be considered as for **17-February-2020** all employment related purposes.

You will be on probation for a period of **12 months** from the date of joining the Company. Your compensation would be as outlined in a separate document "**Salary Structure**". The compensation will be effective **17-February-2020** and the applicable arrears will be paid to you in the payroll subsequent to issuance of this letter. The general terms and conditions governing your employment are outlined in **Annexure II**.

Annexure I provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

As confirmation of your acceptance, please sign the duplicate copy of Appointment Letter along with Annexures and bring the same on Induction/Fare Well day.

Welcome to our Organization! We look forward to a mutually fruitful association.

For **HCL Technologies Ltd.**



Amrita Das
Associate Vice President, Head-Global Rewards

I accept the offer and related terms and conditions. I will join by _____
Name: _____ **Signature:** _____ **Date:** _____

ANNEXURE I

| COMPENSATION PLAN | | |
|--|-------------------|-----------------------|
| NAME | Manoranjani . | |
| DESIGNATION | Software Engineer | |
| BAND | E1 | |
| DEPARTMENT | | |
| DATE OF JOINING | 17-February-2020 | |
| | | |
| Monthly Components (in INR Per Month) | | |
| Basic Salary | | 13000 |
| House Rent Allowance (HRA) | | 4513 |
| CCA | | |
| Conveyance Allowance | | |
| Holiday Allowance | | |
| Medical Allowance | | |
| Advance Statutory Bonus | | 1400 |
| Compensatory Allowance | | |
| TOTAL: Monthly (A) | | 18913 |
| TOTAL: Monthly Components : Annualized (B) | | 226956 |
| Annual Components (in INR Per Annum) | | |
| Provident Fund | | 18720 |
| Insurance & Medical Benefits (ESIC) # | | 6830 |
| Gratuity (payable as per the Act) | | 7500 |
| TOTAL : Annual : (C) | | 33050 |
| COST TO COMPANY - per annum (B) + (C) | | 260006 |
| | | |
| # Medical Benefits | | Max Sub Limits (p.a.) |
| Term Life Insurance | | 1,800,000 |
| Personal Accident Insurance | | 1,800,000 |
| | | |
| NOTE: | | |
| All salary components are governed by the organization's policies and statutory guidelines. | | |
| This salary sheet is strictly confidential and must not be discussed with anyone other than your reporting manager & HR partner. | | |
| Any personal tax liability arising out of compensation will be borne solely by the employee. | | |
| Gratuity is payable as per provisions of the Gratuity Act. | | |

ANNEXURE II

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - <<Location>>

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining the Company. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background Check

The company may undertake the background verification / validation process of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required.

7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

8. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

9. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

10. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

11. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

12. Company Medical/ ESIC

You and your family (spouse, dependent children, and dependent parents) will be covered under comprehensive Medical Insurance scheme/ESIC as per the Company policy.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A-9, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4382800 F: +91 120 2445974

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCLT as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCLT, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCLT to take appropriate disciplinary action which may lead & include upto termination of your employment with HCLT.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL Technologies Ltd. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

This offer and Appointment letter with all the enclosures of Annexures is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding. The above mentioned commitment will not be paid if it is not claimed within 6 months of joining.

For **HCL Technologies Ltd.**



Amrita Das
Associate Vice President, Head-Global Rewards

Date: