



उद्योगः कर्मसु कोशलम्
Dr. Moonje Institute of Management
and Computer Studies

Central Hindu Military Education Society's
Dr. Moonje Institute of Management & Computer Studies
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)
(Accredited by NAAC with B+ Grade)
Bhonsala Military College Campus Rambhoomi, Nashik – 422 005
Ph No. (0253) 2342840, 9175917050
PUN Code : IMMNO17930, DTE Code : 5119, Exam Code : 0688
Email:office@moonjeinstitute.com Website www.moonjeinstitute.com



Criterion 5

Student Support and Progression

5.2 Student Progression




Director
Dr. Moonje Institute,
Nashik



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5.2.1 OFFER LETTERS

ACADEMIC YEAR

2020-21




Director
Dr. Moonje Institute,
Nashik

India Employment Offer V201706

20.01.2021

Mr. Shubham Nagare
Nashik

Dear **Shubham**,

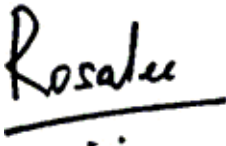
I would like to personally welcome you to Mindtree Limited and am confident that you will build a long and mutually rewarding career with Mindtree. I strongly believe that it is individuals like you along with existing Mindtree Minds that can build a globally respected, successful and expertise-led company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident & Active". In addition our Mission, Vision & Core values guide all our business transactions.

I sincerely hope that, you will grow with us and together we will build a memorable institution.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in Mindtree.

Thanks and regards



Vice President-People Function

20.01.2021

To

**Mr. Shubham Nagare
Nashik**

Sub - Employment Offer Letter

Dear Shubham,

We are pleased to make an offer to you to join Mindtree Limited. ("Company/ Mindtree/ Employer/ We/ our/ us"), at our Pune office as Senior Software Engineer in Salary Grade C2.

Your total cost to Company will be **Rs. 1,400,000 per annum** (this includes 12.00% Bonus) at the commencement of your service. You can get more details regarding bonus plan on joining. Details of the salary structure are given in Exhibit 2.

1. TERMS & CONDITIONS

This employment offer along with its Exhibits contains broad terms and conditions of service governing your employment. You are also bound by the terms in the attached Exhibits, the additional documents you execute upon joining Mindtree and other terms and conditions communicated to you from time to time including but not limited to Mindtree's Policies, rules, regulations and Code Of Conduct ("Policies"). You are requested to contact the People Function Representative for any clarifications on Policies, which are applicable to you and also refer the Mindtree intranet portal for Policies and updates.

Your employment is offered with a clear understanding that your employment is on a whole-time basis and that you will not undertake any other part time/full-time work, without the prior written consent of the Company. Other than the compensation mentioned herein, no additional payments will be due to you. We expect you to keep the compensation details confidential at all times.

2. TRANSFER

You could be transferred at Company's discretion to any of other offices/branches/subsidiaries/affiliates/holding company/department in India or outside India, should the need arise including client location on whose projects you have been deployed. You will abide by the Company's Policies as may be in effect from time to time with respect to your role, function, grade or location where you work in. In case you are deputed to a client location, you shall abide by the client policies applicable to you so that you do not commit any breach which adversely impacts Mindtree.

3. RETIREMENT

Subject to your physical fitness, mental fitness, compliance with our Policies and any other rules of the Company established from time to time and performance of your role, you shall retire on the last day of the month of your fifty eighth birthday unless an earlier date is decided mutually or under a change in laws applicable to you. For the purpose of age calculation, the date of birth as declared in the Mindtree application form will be treated as final.

4. INTELLECTUAL PROPERTY RIGHTS

If you, by virtue of your employment, conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or create documents, reports or any other material capable of intellectual property protection, those, will be fully communicated to the Company and will remain sole right/property of the Company. Additional terms and conditions related to intellectual property and non-compete are contained in the Exhibit 1 which you should carefully read and abide by.

5. CODE OF CONDUCT AND OTHER REFERENCES

An essential condition of your employment is to abide by the Mindtree Policies and all other rules notified from time to time. We recommend that you refer the Mindtree intranet and other available resources from time to time and keep in mind the terms and conditions of the Exhibits, the Mindtree Policies and other documents that you sign upon joining Mindtree. Any breach of Code of Conduct or any Mindtree Policies may result in termination of your services for breach without notice or compensation.

6. TERMINATION

Either party may terminate the employment by giving the other party three months prior notice in writing. Waiver of notice period where you have initiated a termination of your employment by resigning on your own is at the sole discretion of the Company.

Where circumstances so require, the Company, at its sole discretion, may terminate your services with immediate effect by paying three month's salary and allowances, if any, in lieu of notice, without assigning any reason thereof.

In case we terminate your service due to your actual or likely breach of Code of Conduct, Policies, or for an event of sexual harassment, any offense, breach of laws, or under any disciplinary proceeding or like reasons of default, which results in termination for cause, then no notice or notice pay in lieu of notice shall be due to you.

7. TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes. Mindtree shall make deductions of tax as required by law. Any false declarations in respect of financial disclosures shall be a cause for termination at Mindtree's discretion.

8. BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your employment details upon consent.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, details provided in Your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications and professional experience. Hence, we understand that you shall provide proofs of such qualifications and experience which We find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. TRAINING, RELEVANT SKILL SET, PERFORMANCE MANAGEMENT & SALARY REVISION

We provide various training resources and You will be required to undergo relevant trainings from time to time to ensure that your skills are relevant to our business needs. You understand and acknowledge that you need to be productive at all times.

You will be eligible for performance review according to the Policies of the Company. Your career and compensation progression will be based your performance and Company's Policies prevailing at that point of time.

10. PERSONAL DATA

For the purposes of your employment with us, We need to collect, hold, process and transfer your Personal Data about you (such as your name, date of birth, education, contact information, PAN, Aadhar number etc.) as it is necessary for the administration, management and performance of your employment contract. We shall provide you a Privacy Notice upon acceptance of this offer to make you aware of what personal data We collect, how We use it and how We protect it during the course of your employment with us.

11. VALIDITY, ACCEPTANCE AND DATE OF JOINING

You have agreed to join Mindtree Limited latest by April 19 , 2022 ("Expected Joining Date"). Your appointment will be effective on your joining Mindtree Limited on the Expected Joining Date. In the event, you are unable to join us by the Expected Joining Date, you will have the option to choose to join us on any business day between April 19 , 2022 through May 03 , 2022 ("Tentative Joining Tenure"). Any of the dates you choose from the Tentative Joining Tenure and as captured on Mindtree's internal employee database, will be considered as your effective joining date ("Effective Joining Date"). This offer of employment will be withdrawn if you are unable to confirm your acceptance within five (5) days of

this employment offer or are unable to join us by the end of your Tentative Joining Tenure.

To accept this employment offer, You are requested to sign this employment offer. On the date of joining you are required to get a copy of your acceptance.

In the event that you accept this employment offer by signing this letter , the terms and conditions herein are deemed to be the employment contract along with the Exhibits attached hereto and the other documents which you sign on the date of joining("Employment Contract"). Hence the validity of the terms and conditions herein gets extended and apply to your entire tenure with the Company and survive as mentioned in certain provisions herein. We may terminate the Employment Contract if you do not join the services on the joining date.

We understand that you have not paid any money, gifts or other benefits of any kind to anyone to have an opportunity to interview with Mindtree or to secure this employment offer. Any use of such means to secure employment may call for termination of this employment offer or the employment at any point of time later.

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

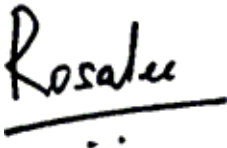
12. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AND TRADE SECRET

Confidential Information : Confidential Information includes but is not limited to our or our affiliates, holding company, partners, vendors, client' trade secrets, research and development work, source code, object code, runtime libraries, system documentation, software-related documentation, system configurations, hardware design, firmware design, icons, business and product plans marketing techniques, rate cards, commercial documents and contracts, client information, financial information, sales information, compliance information, business pipelines, SOWs, Proposals, Request For Proposal, Request For Information, client and supplier lists, construction layout, and operation of Mindtree ' s facilities and equipment, information pertaining to internal, external, business operations, information revealed to Mindtree by its clients and other third parties which we are obligated to keep confidential and any other information that maybe be considered by us as Mindtree ' s Confidential Information under applicable laws. Confidential Information shall not include Information which is in the public domain or which becomes part of the public domain by publication or otherwise through no action or fault of yours or Information which You can prove was in your possession at the time of disclosure and was not acquired directly or indirectly from Mindtree or Information, which was received by You from a third party having the legal right to transmit that information.

You shall abide by the confidentiality obligations and You shall not, except as authorized in writing, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets or any Confidential Information. Additional terms and conditions related to confidentiality are contained in the Exhibit 1 which you should carefully read and abide by.

Yours sincerely,

For Mindtree Limited.



Vice President-People Function

Acceptance

I, Shubham Nagare, have read and understood the above employment offer terms and agree to accept the employment on the terms and conditions mentioned in this employment offer and the Exhibits attached hereto. My acceptance of this employment offer terms constitutes a valid Employment Contract between Mindtree and me.

Name : Mr. Shubham Nagare

Signature :

Place :Nashik

Exhibit 1 - INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE AGREEMENT

THIS AGREEMENT FOR INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE is executed between Mindtree Limited, incorporated under the Indian Companies Act 1956 with its registered office at Mindtree Ltd., West Campus, Global Village, RVCE Post, Mysore Road, Bangalore-560059, hereafter referred to as "Mindtree" and **Shubham Nagare** hereinafter "You" upon acceptance of the employment offer and joining Mindtree in an employee status under the Employment Contract.

Your employment commences on the date of joining Mindtree as mentioned in the Joining Report you sign. This Agreement is deemed effective from such joining date.

You understand that Mindtree has developed and uses commercially valuable information including but not limited to technical, non-technical and other information in the various existing and projected areas of our business. To protect our legitimate interests, it is necessary to protect certain information (1) as confidential and trade secret and/or (2) by intellectual property rights such as patent, copyright, and/or other means of protection available under the laws (Information).

You may become acquainted and deal with such Information and may contribute to such information during employment. Hence to protect such valuable information, in consideration of the compensation Mindtree provides to You, You hereby accept the terms and conditions below:

1. DEFINITIONS

As used in this Agreement, the terms have the below definitions and as defined in the Employment Offer above:

- a) "Cause for termination." "**Cause**" shall be defined to mean any reason or rationale for which Mindtree in its sole discretion and reasonably discretion deems it necessary to terminate, dismiss or suspend your services. Causes for dismissal include but not be limited to: Misconduct or negligence in the performance of, or persistent failure to perform your duties of employment; Commission of an act of dishonesty, disloyalty or fraud in connection with your employment; Drug or alcohol use, or being under the influence of same, during working hours or on duty of Mindtree, conviction of, or plea of nolo contendere in, a crime, whether or not related to your employment; Breach of the provisions of this Agreement, conditions of the Employment Offer, Code of Conduct procedures or breach of Mindtree or applicable client policies, commission or omission of any act which is detrimental to reputation of the Company.
- b) "**Client**" shall mean such entities which are engaged or in the process of or have the prospect of entering into a business relationship with Mindtree or its affiliates or subsidiaries.
- c) "**Compensation**" means all payments and benefits provided to You by Mindtree during your employment, including, but not limited to, those set forth in the Employment Offer which shall be sufficient for and be deemed to be part of consideration for this Agreement as well.

- d) **"Output"** means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your employment with Mindtree.
- e) **"Employer or Company"** means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.
- f) **"Intellectual Property"** means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your employment with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.
- g) **"Prospect"** means and includes the entities with which Mindtree aspires to have a business agreement or understandings.
- h) **"Restricted Period"** shall mean the period of employment and a further period ending 12 months following the termination/resignation or superannuation or otherwise ending of employment with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

- a) Your employment with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your employment with Mindtree.
- b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.
- c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights. In particular, You shall not bring into Mindtree any of pre-existing intellectual property of your past employers or other third parties and use them in creation of any of your work product for us.
- d) You shall devote full time and attention to your Mindtree employment and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.
- e) The Compensation included in the Employment Offer is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Employment Offer including, but not limited to, royalties, bonuses, and additional benefits.

- f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the employment and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the employment obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of the employment.
- g) Upon termination of employment for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.
- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to be certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your employment are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your employment.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your employment.
- e) You understand that subsequent to the employment termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights

in which you may have been an inventor or co-inventor. If your assistance requires substantial utilization of your time, We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.

f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.

g) The terms of this section shall survive termination of your employment or retirement.

4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Employment Contract or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your employment or retirement.

5. REASONABLE RESTRICTIONS

You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential.

i) You warrant that during the Restricted Period:

(a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your employment with Mindtree.

(b) No Solicitation of Employees. You will not, directly or indirectly, on your own or on behalf of any other person or entity (other Mindtree), regardless of who first initiates the communication, hire or solicit to hire for employment or consulting or other provision of services, any Restricted Employee. This includes, but is not limited to, inducing or attempting to induce, or influencing or attempting to influence, any Restricted Employee to terminate his or her relationship with Mindtree; helping to identify or evaluate any Restricted Employee for recruitment away from Mindtree; and helping any person or entity hire a Restricted Employee away from Mindtree.

(c) No Solicitation of Customers. You will not directly or indirectly, on your own or on behalf of any other person or entity, solicit the business of or provide services or goods similar to the services or goods

provided by Mindtree to any Restricted Customer. You further agree not to directly or indirectly contact any Restricted Customers for the purpose of soliciting such Restricted Customer to purchase or license a product or service that is the same as or similar to those products and/or services offered, made, or rendered by Mindtree. You will not engage in any activity that would encourage any Restricted Customer to cease doing business with or terminate or limit an existing relationship with Mindtree.

Definitions. For purposes of this Section :

- (i) The phrase "directly or indirectly" shall include you either on your own account, or as a partner, owner, promoter, joint venturer, employee, agent, consultant, advisor, manager, executive, independent contractor, officer, director, stockholder, or otherwise, of an entity.
- (ii) "Restricted Customer" means any prospective or actual customer whom you had contacted, negotiated with, received Confidential Information about, and/or sold or provided services to, in the course of your work for Mindtree, or with whom you have otherwise had material contact during the last twelve (12) months of your employment with Mindtree.
- (iii) "Restricted Employee" means any person who is actively employed or engaged (or in the preceding six (6) months was actively employed or engaged) by Mindtree and with whom you had material contact in the course of your employment with Mindtree or about whom you learned Confidential Information in the course of your employment with Mindtree.
- (iv) "Restricted Period" means during your employment with Mindtree and for a period of one (1) year following the termination of your employment with Mindtree for any reason.

Additionally, you shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude you from owning, as a passive investor, up to one percent (1 %) of the outstanding shares in a publicly traded company for the shares of which an active public trading market exists.

You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

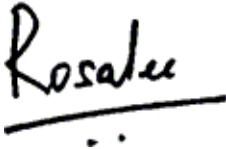
6. GENERAL

- a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.
- b) This Agreement along with conditions of the Employment Offer, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your Employment Contract and governing conditions.
- c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.

- d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.
- e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.
- f) The terms of this Agreement shall remain in full force and effect both during the continuation of your employment, and after termination of the Employment for any reason whatsoever as per survival provisions mentioned herein.
- g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

For Mindtree Limited

Read and Accepted



Full Name : Shubham Nagare
Place : Nashik
Expected Joining Date : 22.03.2021

Vice President-People Function

Exhibit 2 - Compensation Stack

Name : Mr. Shubham Nagare
Designation : Management Trainee
Salary Grade : C2

The detailed break up of your Cost To Company components is given below (all figures in INR per annum)

| | |
|---------------------------------|-----------|
| Basic | 560,000 |
| HRA | 280,000 |
| FEP | 305,672 |
| Provident Fund | 56,160 |
| Gratuity | 22,464 |
| Insurance Benefits* | 7,704 |
| Annual Gross | 1,232,000 |
| Bonus / Variable Compensation** | 168,000 |
| Annual Cost to Company | 1,400,000 |

"In the event that the compensation requires restructuring in order to comply with the proposed Code on Social Security, 2020, the restructuring shall be done such that it is cost neutral for the Company, while maintaining the total fixed and variable pay inclusive of social security benefits for you."

The eligibility and the basis of the gratuity amount will be calculated as per Payment of Gratuity Act & as per the Gratuity policy applicable in Mindtree at any given time.

* Insurance Benefits:

- Premium towards Group Medical Coverage (GMC) upto Rs.600,000/- 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.2,500,000/-.
- Premium for Group Personal Accident cover for self-up to Rs.1,500,000/-.

**** Bonus :**

The bonus component per annum is 12.00% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.



20.01.2021

To

Mr. Shubham Nagare
Nashik

Salary Grade : C2
Designation : Management Trainee

Dear Shubham,

Subsequent to our agreement for Joining Bonus to be paid to you, please find mentioned below the terms and conditions governing the same.

1. You will be entitled for the one time Joining bonus of Rs.50,000/-
2. This amount towards joining bonus will be transacted to your account along with your second month's salary.
3. The entire amount paid to you under joining bonus scheme falls under the Income Tax law and will be subjected to appropriate tax to be paid by you.
4. Should you leave Mindtree Ltd on voluntary basis within 12 months of joining, the entire amount towards joining bonus will be recovered.
5. Mindtree reserves the right for any changes, exceptions and deviations from the above mentioned policies.

Thanking you.
Yours truly,

Accepted by

A handwritten signature in black ink that reads "Rosalee". The signature is written in a cursive style and is underlined with a horizontal line.

Vice President-People Function



GUIDELINES FOR ONBOARDING PROCESS

1. List of Documents to be submitted on the Day of Joining 2

2. Allowance in Lieu of Reimbursement 3

3. Relocation Policy 4

4. Maternity Benefits 6

5. Benefits for Person with Disability 7



1. List of Documents to be submitted on the Day of Joining

Note: The following documents need to be submitted for your Onboarding. Without any of these documents, your Onboarding formalities will not be initiated.

| Document Type | Originals for Verification | Digital Copy for Submission |
|--|----------------------------|-----------------------------|
| Employment Documents | | |
| Previous Company Documents Relieving/ Experience/ Service certificates from all your previous companies | Yes | Yes |
| Immediate Previous Company Documents (prior to Mindtree) – Resignation Acceptance is acceptable, if Experience/Relieving is not available. | Yes | Yes |
| UAN Card (Universal Account Number) | | Yes |
| Identification Documents | | |
| Identity Documents: (All 3 are Mandatory) 1. PAN Card 2. Passport (First & Lastpages) | Yes | Yes |
| Colored Passport Size Photographs | 3 Copies | |
| Certificate for Physically Challenged (If applicable) | Yes | Yes |
| Educational Documents | | |
| Diploma/Graduation & Above Qualifications 1. Degree/ Convocation Certificate 2. All Semesters Mark Sheets/ Consolidated Mark Sheet | Yes | Yes |

2. Allowance in Lieu of Reimbursement

This allowance is applicable for Mindtree Minds in India in C to C2 Salary Grade. This allowance is the balancing component of Annual Gross over the summation of other components. The amount will vary depending on one's Total Compensation.

The Mindtree Mind can opt to choose to claim this component as reimbursements towards one or more of the options mentioned below. The limits, terms and conditions and process is detailed below. The maximum that one can claim as reimbursements (from one or more options mentioned below) is limited to the amount mentioned in the compensation stack against this component, subject to the terms and conditions mentioned below. The options will need to be declared in the online declaration module. If chosen not to claim as reimbursement, this will be paid as taxable special pay on a monthly basis.

a) Meal Card:

One can opt of meal reimbursement up to a maximum of Rs.2, 200 p.m. (Rs. 26,400 p.a.) The declared amount will be loaded to the meal card.

b) Leave Travel Allowance:

Mindtree Minds can avail LTA component. Exemption for LTA claims is limited to twice in a block of 4 years. LTA not claimed in the specified block cannot be carried forward to subsequent year in the next block. In order to claim LTA, Mindtree Minds should have taken minimum of 1 day annual leave. LTA can be claimed only for domestic travel (within India) and not for international travel. Reimbursement of travel expenses of self and family members (Dependent - Declared and updated in the system) can be claimed. Travel through own car cannot be claimed under LTA.

The following can be submitted as proof of travel

- Air (Only - Economy Class) - Original air ticket / E ticket+ Boarding pass
- Train - Original train ticket or E-ticket
- Bus - Original bus ticket
- Hired Taxi - Invoice from the travel agency with a trip sheet giving the details of the travel.

Other modes of commutation such as taxi bills for local conveyance etc. and hotel bills for staying will not be accepted as proof of claiming the LTA. LTA will not be applicable for the period when Mindtree Mind is deputed onsite on long term assignment or during service break. If the LTA amount declared is not claimed during the year, it will be paid as taxable portion of salary at the end of the year as "Yearend Pay". For Mindtree Minds serving notice period, the balance LTA (if any) will be paid as part of their full and final settlement as a taxable.

c) Special Pay:

The balance Allowance in Lieu of Reimbursement amount, after opting for the options mentioned above, will be added to special pay. This amount, if any, will be paid monthly taxable amount.

d) Yearend Pay

Any unutilized or unclaimed "Allowance in Lieu of Reimbursement" amount will be paid as year-end pay subject to tax along with the payroll for the month of March.

3. Relocation Policy

Objective:

To provide guidelines to new Mindtree Minds for eligible relocation expenses consistent with good business practices and budgetary caps

Applicability:

All candidates who are offered full time employment by Mindtree across Salary Grades joining any of the Mindtree offices from a different city

Policy Details:

Travel

Mindtree Minds can claim reimbursement towards travel cost of self and dependents (Which can include Spouse, Children and parent/parent-in-laws). The reimbursements subject to submission of necessary tickets/vouchers, as per limits mentioned in the table below.

| Salary Grade | Upto 500 Kms | Above 500 Kms |
|--------------|-------------------------------|-------------------------------|
| C-C3 | 2ndAC/ CC/ AC Bus | 2ndAC/ CC/ AC Bus |
| C4-C7 | 2ndAC/ CC/ AC Bus | 2ndAC/ CC/ AC Bus/Economy Air |
| C8 & Above | 2ndAC/ CC/ AC Bus/Economy Air | 2ndAC/ CC/ AC Bus/Economy Air |

In case of Mindtree Minds relocating from overseas, travel cost equivalent to economy class air fare for self and Family. Definition of Family will include on self, spouse and children and not include parents and in-laws for this purpose.

Accommodation

Initial accommodation expenses, for not more than 7 days, can be claimed as per below criteria: mentioned below, subject to necessary bills/vouchers.

| Salary Grade | Eligible Amount |
|--------------|-----------------|
| C1 to C5 | INR.10,000 |
| C6 and Above | INR.15,000 |

In case of international relocation - Initial accommodation of 7 days in Mindtree approved guest house or hotels.



Movement of personal belongings

Expenses towards moving of your personal belongings (household) to the joining location should be as per the entitlement below:

| Distance | Eligible Amount |
|-----------------|------------------------|
| Upto 500 KM | INR.15,000 |
| 500-800 KM | INR.25,000 |
| Above 800 KM | INR.35,000 |

Process

- Relocation reimbursement **should be claimed within one-month** from the date of joining.
- All reimbursements have to be made through Mower expense claim module.
- All expense reimbursements will be against original / valid receipts only.
- Claims will be reimbursed based on the eligibility criteria defined in the policy.
- In case any Mind quits Mindtree voluntarily within six months from date of joining, Mind is liable to refund all relocation expenses reimbursed by the company.
- Relocation and related expenses thereof are taxable as per the law and such tax will be payable by the Mind.

This relocation policy is subject to change and your relocation reimbursements will be based on the policy in vogue at the time of joining.

4. Maternity Benefits (Applicable only for Lady Minds)

Maternity leave policy is to support women during pregnancy, child birth or related medical conditions and as per statutory regulations

- This leave is applicable to Lady Mindtree Minds who are eligible for maternity benefits. Eligibility is defined as per the Maternity Benefit Act – to be eligible for the benefits as per this Act, the lady Mindtree Mind must have worked for at least 80 calendar days in the last 12 months preceding the expected date of delivery.
- Maternity leave will be given for 26 weeks (182 calendar days) of which not more than 8 weeks (56 calendar days) shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. This benefit will also be applicable for adoptive mothers and commissioning mothers (Refer Definition). In the case of adoption, the age of the child should be less than 5 years
- A surrogate mother can avail maternity leave for a maximum of 12 weeks of which not more than 6 weeks shall precede the date of delivery. This includes weekly offs (Saturdays and Sundays) and all public holidays during that period. (Refer Definition).
- In case of miscarriage or premature termination of pregnancy, Mindtree Mind is entitled to 45 days fully paid maternity leave (including weekly offs and all public holidays).
- In case of Tubectomy, Mindtree Mind is entitled to 15 days leave (including weekly offs and all public holidays) once in Mindtree tenure.
- All rules and regulations as per the Maternity Benefit Act, 1961 would apply.
- In addition to the above benefits the lady minds (& spouse of Mindtree minds) are eligible to claim Insurance benefits towards Maternity and related medical conditions.
- Mindtree provides onsite and offsite crèche facilities to Lady Minds. Crèche facility is provided to kids in the age group of 6 months to 6 years. Lady Mind is allowed to make 4 visits to the creche which shall also include the interval for rest allowed to her. Please read the policy in People hub.
- Work from home option can be availed by Lady Minds. Please read the policy in People hub.

5. Benefits for Person with Disability

Mindtree offers the below benefits for People with disability on submission of the disability certificate issued by the Ministry of Social Justice and Empowerment of the government of India. This certificate can be handed over along with the qualification & experience letters to the People Shared Services team on Day-1.

On submission of this certificate, a Mindtree Mind can avail the below:

- Tax exemption of INR 1600 per month on Conveyance.
- Deductions of INR 50,000 per annum from taxable income as mentioned in Chapter VIA under section 80U of the Income Tax Act; INR 1,00,000 per annum if the disability is severe (Disability greater than 80%).
- Exemption from deduction of professional tax.

Apart from the above benefits offered by the government of India, A Mindtree Mind with disability can also avail of the following:

- Emergency Medical assistance loan of INR 5,00,000 which is provided to Mindtree Minds and their immediate family members based in India during medical exigencies alone.
- Designated cabs to pick up and drop the Mindtree Mind to office and back on regular working days at 8:30am and 6:00pm respectively at normal transportation charges as borne by any other Mindtree Mind availing regular shuttle service. This is applicable only in locations where shuttle services / company provided transportation is available. Also this benefit is applicable only to those Mindtree Minds who are physically immobile.
- Purchase of Assistive technology products that will aid the Mindtree Mind in the smooth execution of his/her role. This can be used within the office premises alone and cannot be carried home.

If you are a person with disability and require an Assistive technology product (*list of Assistive technology products are mentioned below*), request you to furnish the below details and submit the same to the TA team on the day of joining.

Name: _____

Emp Id: _____

Have you submitted your disability certificate: Yes/No

If yes, please choose your choice of Assistive technology product:

Automatic Wheel chair (*for people who are physically immobile*)

Jaws Screen reading software (*for people with visual impairment*)

Signature: _____

Date: _____



Mindtree

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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.



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3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.



Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace. Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.



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You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.



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14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature :

Name: Shubham Nagare



Tata AIA Life Insurance Company Ltd.
 Registered & Corporate Office Address:
 14th Floor, Tower A, Peninsula
 Business Park, Senapati Bapat Marg,
 Lower Parel, Mumbai 400013.
 Board Tel no.: +91 22 6649 8000.
 Website: www.tataaia.com
 (RDA of India Regn. No. 110 •
 CIN: U66010MH2000PLC128403).

Letter Of Offer

18 January 2021
Tambe Rahul Kashinath
Partnership Distribution
Key Account Manager - Central Bank Branch Banking
Executives - Sales
Nasik

| Component | Per Month (Rs.) | Per Annum (Rs.) |
|--|-----------------|-----------------|
| Basic Salary | 44,800 | 5,37,600 |
| HRA / Housing Entitlement | 2240 | 26,880 |
| Supplementary Allowance | 40,164 | 4,81,968 |
| Statutory Bonus | 3732 | 44,790 |
| Reimbursements | | |
| Retiral Benefits | | |
| Provident Fund Employer's Contribution | | 86,400 |
| Gratuity | | 22,364 |
| Total Fixed Pay | 91036 | 1200000 |

Plus Performance Bonus*

Guidelines of Flexi Allowance Plan (FAP):

| a) Each employee is entitled to exercise his / her choice of apportionment of FAP subject to total limits available against each allowance | | | |
|---|-----------------------------|---|--|
| b) The below selection shall be taxable / nontaxable as provided for under the Income Tax act and the rule there made under and amended from time to time | | | |
| Components | Eligible Band | Options | Income Tax Exemption |
| HRA | All | a) 60% of Basic Salary | 100% exemption on minimum of following criteria : • 40% or 50% of Basic Salary for Non-Metro & Metro City respectively • HRA as per Compensation Structure • Actual Rent paid less 10% of basic |
| | | b) 50% of Basic Salary | |
| | | c) Nil | |
| Meal Coupon | All | a) Rs.13,200/- p. a. | "Food / Meal Coupon" are 100% Tax Free Component as per disposable income |
| | | b) Rs.26,400/- p. a. | |
| Gift Coupon | All | Rs.5000/- p.a. | "Gift Coupon" is a 100% Tax Free Component as per Gift Tax rule |
| Child Education | All | Rs.1200/- p.a. per child upto 2 children | 100% tax exemption on submission of Fee receipts |
| Hostel allowance | All | Rs.3600/- p.a. per child up to 2 children | 100% tax exemption on submission of Fee receipts |
| Leave Travel Allowance | As per applicability | a) Yes | If yes then 100% tax exemption on submission of Travel tickets |
| | | b) No | |
| Personal Car Fuel Reimbursements | Assistant Manager and above | As per Grade | This will be considered under Business expenses and reimbursed as per submission of bill every month as per eligibility |
| Company Car | Manager and | a) Yes | If opted then EMI, Driver's salary and Fuel |

| | | | |
|-------|-------|--------|---|
| Lease | above | b) No | charges reimbursed. Applicable as per Car Lease scheme |
| NPS | All | a) Yes | 100% tax exemption up to 10% of Basic Salary. Withdrawal is applicable as per National Pension Scheme |
| | | b) No | |

| Other Benefits* | Cover |
|--|---|
| Mediclaime Insurance Cover: Hospitalization expenses shall be reimbursed for Self, Spouse and up to 2 dependent children on a family floater basis. | Rs.400,000/- per annum Manager and below Rs.700,000/- per annum Sr. Manager and above |
| Voluntary Group Mediclaime Insurance Cover: For Parents & In-laws of employees, this Insurance cover can be taken by an employee on a voluntary basis for Parents & In-laws. Hospitalization expenses for Parents & In-laws shall be reimbursed on a family floater basis. | Rs.400,000/- per annum |
| Group Life Insurance Cover: In the unfortunate event of death on account of an accident or natural causes, an employee's nominee shall be eligible for an insurance claim benefit. In addition, terminal illness benefits have been provided under this policy. | 6 times of Annual Driving Salary(i.e Total Fixed Cost minus Retirals) or Rs 10 lacs whichever is higher |
| Employee Deposit Linked Insurance: This benefit accrues through Employer contributions to the Provident Fund scheme in the event of death. | Rs.601,000/- |
| Group Personal Accident Insurance Cover: All employees are covered for 24 hours, worldwide under his policy. The policy covers an employee in the event of bodily injury due to an accident. The policy also covers temporary or permanent disability due to an accident. | >Death Benefit - Max of 6.25 times of Annual Basic salary or minimum Rs 15 lacs whichever is higher up to maximum Rs 1 Cr >Spouse Cover - 10% of Employee Sum Insured on Capital Cover* Capital Cover* - Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability |

Note

- i. Gross Monthly Total is subject to tax and other deductions as performs.
- ii. Gratuity shall be payable in accordance with The Payment of Gratuity Act, 1972, as applicable.
- iii. Payment of any performance pay or any discretionary bonus / Ex-Gratia is not obligatory and shall be paid solely and exclusively at the option, choice and discretion of the Company. Such discretionary payments towards performance pay / Bonus / Ex-Gratia shall be paid only if the you are employed as a permanent employee on the employment rolls of the Company on the date such performance pay / Bonus / Ex-Gratia is payable. Such payments shall also not be payable nor shall the Company be liable for any such payment in the event you have resigned and are serving the notice period post resignation in the Company.
- iv. This offer of employment shall be valid for a period of seven (07) days from the date of this offer letter and shall stand automatically cancelled unless you confirm your acceptance.
- v. This is an offer break up document not construing to be an Appointment letter. The appointment is subject to your being declared medically fit and clearing background verification checks.

For any clarification, please revert to us.

Regards,

Hiring Team
Tata AIA Life Insurance Company Ltd.
14thFloor, Tower A, Peninsula Business Park,
Senapati Bapat Marg, Lower Parel,
Mumbai 400 013.
Telephone: 022 – 6649 8000

Note: This is a system generated letter. All versions of printouts are uncontrolled. Before placing reliance on a printout, please have the same validated by Authorized Officer of Tata AIA Life Insurance Company, HR Department. The Company is not responsible for any action taken by any person placing reliance on this document.

Acceptance of Offer and Authorization:

I _____, confirm my acknowledgement, acceptance and agreement to the above offer break up with the mentioned CTC, Designation and Location (please refer Page1).

I also hereby agree to and accept the terms of offer and also authorize Tata AIA Life Insurance Company or any third party retained by them to verify and conduct enquiries on any information provided in my bio-data or application of employment or other information provided by me at any point of time during my recruitment process at the company's discretion and release all persons from liability on account of such disclosure.

Full Name (in Block capitals): _____

Signature: _____

Place/Location: _____

Tentative Date of Joining: _____



Offer Letter

Name: Shubham Phutane
Date: Thursday, March 11, 2021

Dear Mr. **Shubham Phutane**,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

Due to the current COVID scenario, on a temporary basis, you will be working on the Work from Home model (WFH) currently. The first 2 weeks of this training will be classroom training which will be conducted virtually. It will then be followed by 4 weeks of "On-the-Job Training (OJT).

Once the situation improves, you will be intimated to resume work from your On-the-Job Training (OJT) location and you will be given one week's notice to plan your travel as per company guidelines.

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

1. Employment Details:

Department: Business Development
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Joining Location: WFH / Byjus Nagpur - VIPL Building, 8th Floor, Wing A (I Park), Plot No 28, MIDC IT Park Area, Gayatri Nagar Road, Parsodi, Nagpur - 440022
OJT Training Location: WFH / Byjus - Nagpur
Role Location: Nagpur

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Monday, March 22, 2021**. Your work location after conversion to the role of Business Development Associate would be **Nagpur** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of

this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training, qualification of all criteria, and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of **10LPA (7LPA fixed + 3LPA variable)** for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons

causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

l. You will be provided with a document called "BYJU'S Training Program Handout" on Day 1 of your CRT. Please refer to the handout for further details and clauses governing the BYJU'S Training Program.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.



placementmba dmimcs <placement.mba@moonjeinstitute.com>

Congratulations! Placement Job offer CG_DMI

connectCG<connect.CG@crompton.co.in>

Tue, Feb 09, 2021 at 14.45PM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir/Madam,

Hope so you are doing well,

Congratulations...The following students selected at CG-power

As we are travelling extensively this week, we will be sharing the offer letter to the following students shortly.

Kindly freez the below selected candidates. Please find below the table including offered position and CTC details.

| Sr. No. | Name of student | Position offered | CTC |
|---------|-------------------|--------------------|---------|
| 1 | Umesh Jadhav | Management Trainee | 9.5 LPA |
| 2 | Abhijit Deshpande | Management Trainee | 9.5 LPA |
| 3 | Ajith Ravikumar | Management Trainee | 9.5 LPA |
| 4 | Dipak Gharte | Management Trainee | 9.5 LPA |
| 5 | Shivam Tiwari | Management Trainee | 9.5 LPA |
| 6 | Sarang Girase | Management Trainee | 9.5 LPA |

Thank you,

HR-Head TA



Crompton Greaves Limited

HDFC Bank Ltd.

15 Sept 2020
Applicant No. 52655247

| | | |
|---------------------------------|---------------------------|----------------------------|
| Name : Sangram Gaikwad | | |
| Grade: Assistant Manager | | |
| Vertical: CREDIT CARDS | | |
| Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

Applicant No. 52655247

1

15 Sept 2020

Sangram Gaikwad
Nashik

Dear Sangram,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 52655247

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

Applicant No. 52655247

4

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

HDFC Bank Ltd.

15 Sept 2020
Applicant No. 52455289

| | | |
|--|---------------------------|----------------------------|
| Name : Vishal Adole Grade: Assistant Manager Vertical: CREDIT CARDS Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

15 Sept 2020

Vishal Adole
Nashik

Dear Vishal,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 52455289

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

HDFC Bank Ltd.

15 Sept 2020
Applicant No. 53658209

| | | |
|--|---------------------------|----------------------------|
| Name : Bhavna Patil Grade: Assistant Manager Vertical: CREDIT CARDS Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

15 Sept 2020

Bhavna Patil
Nashik

Dear Bhavna,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53658209

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

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HDFC Bank Ltd.

15 Sept 2020
Applicant No. 53050258

| | | |
|--|---------------------------|----------------------------|
| Name : Dipakbhai Parmar Grade: Assistant Manager Vertical: CREDIT CARDS Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

15 Sept 2020

Dipakbhai Parmar
Nashik

Dear Dipakbhai,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53050258

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

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HDFC Bank Ltd.

15 Sept 2020
Applicant No. 53080526

| | | |
|---|---------------------------|----------------------------|
| Name : Ritesh Gangurde Grade: Assistant Manager Vertical: CREDIT CARDS Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

15 Sept 2020

Ritesh Gangurde
Nashik

Dear Ritesh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53080526

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



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HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

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HDFC Bank Ltd.

15 Sept 2020
Applicant No. 53384526

| | | |
|---------------------------------|---------------------------|----------------------------|
| Name : Shweta Bramhne | | |
| Grade: Assistant Manager | | |
| Vertical: CREDIT CARDS | | |
| Location : Nashik | | |
| | Per Month (Rs) | Per Annum (Rs.) |
| Base | 27500 | 330000 |
| HRA | 4800 | 57600 |
| Conveyance | 5890 | 70680 |
| Medical | 5500 | 66000 |
| Lunch Allowance | 3700 | 44400 |
| Personal Pay | 8500 | 102000 |
| Other Allowance | 11000 | 132000 |
| LTA | | 10920 |
| Total fixed cost (A) | 67800 | 813600 |
| Provident Fund | 3200 | 38400 |
| Retirals (B) | 3200 | 38400 |
| Total Fixed Pay (A+B) | 71000 | 852000 |

Welcome to the HDFC Bank family.

15 Sept 2020

Shweta Bramhne
Nashik

Dear Shweta,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

| | |
|---|---------------------|
| Band | : E1 |
| Base Salary | : Rs. 330000/- p.a. |
| (This salary will be taken into the consideration while computing retrial benefits) | |
| HRA | : Rs. 57600/- p.a. |
| Conveyance | : Rs. 70680/- p.a. |
| Medical | : Rs. 66000/- p.a. |
| Lunch Allowance | : Rs. 44400/- p.a. |
| Personal Pay | : Rs. 102000/- p.a. |
| Other Allowance | : Rs. 132000/- p.a. |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 53384526

2

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Hospitalisation Benefit:

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

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Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

Location:

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Secrecy:

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Alternative Employment:

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Maternity Benefits:

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Crèche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

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Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

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Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

(Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

12/15/2020, 1.03PM

Dr. Moonje Institute of Management & Computer Studies, Nasik Mail - List of placed students_DMIMCS Nashik



placementmba dmimcs <placement.mba@moonjeinstitute.com>

List of placed students_DMIMCS Nashik

shwetab<shweta.bwj@kotak.com>

Mon, Dec14, 2020 at 16.23PM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir/Madam,

We are pleased to announced that the following **08 (eight) MBA final year** candidates cleared the final interview round.

We offered them as a **Management Trainee position and CTC of 8.2LPA.**

Job location will be Mumbai, Pune and Aurangabad.

List of selected candidates are as follows-

| |
|---------------------|
| Nahush satish Mohol |
| Mayur Mankar |
| Vaishakh Nair |
| Pavan Purohit |
| Vedang Gaidhani |
| Prejith Pillai |
| Prachiti Patak |
| Dipak Rajput |

We wish them a better future.

**Thank you,
Executive Head HR,**



Offer of Appointment

Date-13/08/2021
Dear-Amol B. Gite,
Employee Code: PSSPL/2021-22/1736
Date of Joining: 025/08/2021

With reference to your application and subsequent discussion, it gives us immense pleasure to offer you an appointment in **Prakhar Software Solutions Pvt Ltd.**

This is in reference to your employment engagement with us under our Empanelment with Broadcast Engineering Consultants India Limited (BECIL) for Providing Professional Support Services / Manpower Staffing and IT consulting for our On-going & Up-coming eGovernance & IT related Projects on contractual basis.

Details of Terms and Conditions:

1. We are pleased to inform you that you have been selected for the post of **Maintenance/Server Engineer** for one of our esteemed clients.
2. Your "Annual compensation" is attached herewith as in Annexure-A
3. Your employment with us will be governed by terms and conditions referred in Annexure-B
4. Your services are effective from 25/08/2021 to work order valid up to 25/08/2022
5. Please sign in the duplicate copy of this letter (Photocopy enclosed) on all the sheets at the bottom on the left corner, and return to the Human resource Department of our Corporate Office at Delhi.

We welcome you to Prakhar Software Solutions Pvt Ltd and look forward to a long term association.

Salary Structure (Annexure-A)

| Annual Cost to Company 66602*12 = 799,224 Lakh PA | | | |
|---|----------|-----------------|--------|
| Earning Components | Amount | Deductions | Amount |
| Basic | 44540 | PF(Employee) | 0 |
| HRA | 17870 | ESI(Employee) | 0 |
| Conveyance | 1600 | | |
| Telephone Allowance | 0 | | |
| Medical Allowance | 1250 | | |
| Special Allowance | 1342 | | |
| Total Earning | 66602 | Total Deduction | 0 |
| Net Pay | Rs.66602 | | |

| | |
|--------------------------------|---|
| Employer's Contribution to PF | 0 |
| Employer's Contribution to ESI | 0 |

For **Prakhar Software Solutions Pvt. Ltd.**

Rahul Kumar HR
Manager

Prakhar Software Solutions Pvt. Ltd.

Corporate office: B-1/44, LGF, Malviya Nagar (Near Tikona Park), New Delhi - 110017 (India)
Registered Office: Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)
Ph: +91-11-79626411 | Mail: info@prakharsoftwares.com | Web: www.prakharsoftwares.com
Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

Annexure-B

General Terms and Conditions of Employment.

- 1. The candidate is initially appointed to work at the Client location. However, he/she is liable to be transferred to any department or establishment forming part of the Company, or any Group Company, anywhere in India, temporarily or permanently. Working Days / Hours may vary based on the client requirements. And will be informed by the client*
- 2. If he/she undergoes a training abroad and/or in India for which the company incurs considerable efforts/cost for any project specific requirement etc. you might be required to sign an agreement as a token of commitment, the terms of which will be decided by the company depending on the training period, location, travelling cost, lodging, boarding and other expenses incidental to the training.*
- 3. Rules – General:- During the term of employment, the candidate will employ himself/herself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you. You shall obey and comply with all the lawful orders and directions given to him/her by his reporting Manager & concerned superior in the Client organization.*
- 4. Candidate will not indulge into unprofessional practices and in case, it is found that while you are not following client organization's policies, rules and guidelines, the company would be at liberty to take disciplinary and legal action against you.*
- 5. Transfer and Deployment:- you may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment, factory or branch of the Company or its affiliate, associate or subsidiary. In such cases, the candidate will be governed by the terms and conditions of services applicable to the new assignment.*
- 6. This engagement is terminable with a fifteen (15) days' notice period from employer's side and One (1) months' notice period from employee's side.*
- 7. In case the candidate is found engaged in doing any work other than the task assigned to him/her or is found not useful to the project or he/she leaves the project without any notice, his/her contract will be terminated. If he/she damages any equipment, property and third party liabilities, his/her contract will be terminated reserving the rights for compensation of damages that are incurred.*
- 8. This document is highly confidential, and sharing of this document with anybody such as colleagues, Client etc., will lead to terminate of your employment without notice.*
- 9. Working Hours/Leave of Engaged Manpower:- Candidate will be entitled to Casual Leave only as per Govt. Rules. However, they may have to work on weekly off day/holidays as per the requirement for which Compensatory Leave can be sanctioned.*
- 10. Share your monthly MPR with Signed and Stamped from your reporting manager on mpr@prakharsoftwares.com and for any issues please mail on helpdesk@prakharsoftwares.com*
- 11. The professionals will be facilitated by Desktop/laptop etc. for doing the project work. All these have to be returned by them to the concerned department/office before leaving the job. However, if any, doesn't do so the service provider will be responsible to revert the same either from the engaged manpower or by themselves. In this case, the candidate company may seek the fully refundable security deposit from the candidates and on completion of his/her tenure with the company, the same may be returned.*

Declaration: Every candidate has to sign the below-said declaration.

Declaration: IS/o /D/o /W/o Sincerely assure you to maintain complete discipline and do my best to perform my duties. I also authorize the management of Prakhar Software Solutions Pvt Ltd to ask me to leave any time without any notice, in case of any misconduct on my part or if I am found violating any rules and regulations laid by the company from time to time or fail to meet the defined performance standards during the training and employment.

Candidate Name/Signature).....

Date.....

(Save Papers save Trees)

Prakhar Software Solutions Pvt. Ltd.

Corporate office: B-1/44, LGF, Malviya Nagar (Near Tikona Park), New Delhi - 110017 (India)
Registered Office: Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)
Ph: +91-11-79626411 | **Mail:** info@prakharsoftwares.com | **Web:** www.prakharsoftwares.com
Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

Date: 04th February 2021

Name of Candidate: **Mr. Vaishnav Karpe**

Subject: Offer Letter

Dear **Mr. Vaishnav Karpe**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **CBD Belapur** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **11th February 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Vaishnav Karpe**

Annexure I

| | Per Month | Annually |
|---------------------------------|-----------|----------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| | | |
| Indicative Incentive * | 40,000 | 4,80,000 |
| Total CTC (Including Incentive) | 65,000 | 7,80,000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 04th February 2021

Name of Candidate: **Mr. Tejas Jadhav**

Subject: Offer Letter

Dear **Mr. Tejas Jadhav**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **15th February 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Tejas Jadhav**

Annexure I

| | Per Month | Annually |
|---------------------------------|-----------|----------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| Indicative Incentive * | 40000 | 480000 |
| Total CTC (Including Incentive) | 65000 | 780000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 04th February 2021

Name of Candidate: **Mr. Divij Dhangar**

Subject: Offer Letter

Dear **Mr. Divij Dhangar**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **CBD Belapur** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **25th March 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Divij Dhangar**

Annexure I

| | Per Month | Annually |
|---------------------------------|-----------|----------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| | | |
| Indicative Incentive * | 40,000 | 4,80,000 |
| Total CTC (Including Incentive) | 65,000 | 7,80,000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 23rd August 2021

Name of Candidate: **Mr. Amey V Adnayak**

Subject: Offer Letter

Dear **Mr. Amey V Adnayak**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **20th September 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Amey V Adnayak**

Annexure I

| | Per Month | Annually |
|---------------------------------|------------------|-----------------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| | | |
| Indicative Incentive | 40000 | 480000 |
| Total CTC (Including Incentive) | 65000 | 780000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 04th February 2021

Name of Candidate: **Mr. Shubham Pardeshi**

Subject: Offer Letter

Dear **Mr. Shubham Pardeshi**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **CBD Belapur** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **15th February 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Shubham Pardeshi**

Annexure I

| | Per Month | Annually |
|---------------------------------|-----------|----------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| | | |
| Indicative Incentive * | 40,000 | 4,80,000 |
| Total CTC (Including Incentive) | 65,000 | 7,80,000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 23rd August 2021

Name of Candidate: **Ms. Yuga Jadhav**

Subject: Offer Letter

Dear **Ms. Yuga Jadhav**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **CBD Belapur** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **20th September 2021**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Yuga Jadhav**

Annexure I

| | Per Month | Annually |
|---------------------------------|-----------|----------|
| Basic Salary | 15250 | 183000 |
| HRA | 6100 | 73200 |
| Conveyance | 800 | 9600 |
| Others | 2850 | 34200 |
| Gross Salary | 25000 | 300000 |
| Indicative Incentive * | 40,000 | 4,80,000 |
| Total CTC (Including Incentive) | 65,000 | 7,80,000 |

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- **There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*



placementmba dmimcs <placement.mba@moonjeinstitute.com>

List of selected Candidates_DMIMCS Nashik

hrabhi<ajay.k@adityabirla.com>

Mon, April 12, 2021 at 15.17 PM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir/ Madam,

Kindly find the list of below 09 candidates who are selected at **Aditya Birla Health Insurance**, Nashik from MBA final year.

CTC-7.15 LPA

Position- Management Trainee

| Sr. No. | Name of selected candidates |
|---------|-----------------------------|
| 1 | Kiran More |
| 2 | Amit Thete |
| 3 | Ganesh Nagare |
| 4 | Narendra |
| 5 | Rohit Shewale |
| 6 | Nikita Mulchandani |
| 7 | vishal Kalunge |
| 8 | Vijant Patil |
| 9 | Atharva Nanivadekar |

The **selected candidates are required to send across their acceptance** to this email by 12.00 noon before 26th April 2021. If we do not receive an acceptance within a stipulated time, the offer would be revoked. Let us know in case of any questions.

Many Thanks,
TA-Executive HR
Aditya Birla Health Insurance



placementmba dmimcs <placement.mba@moonjeinstitute.com>

Selected students_BDE_Sahyadri farms

abasaheb<abasaheb@sayadrfarm.com>

Thu, 18 March,2021 at 11.12AM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir,

It was really nice interacting and meeting with you.

Many Thanks for cooperation's and Hospitality.

Please find below the 07 candidate selected for **Business Development Executive** position having CTC of **4.3 LPA**

| |
|----------------------|
| Naik Gauri |
| Mhaisdhune Sunil |
| Ohol Snehal |
| Mahide Megha |
| Malik Yash |
| Dharmadhikari Sanket |
| Dhuvare Sani |

Regards,

HR Executive-TA
Sahyadri Farms,



Seeding goodness

Ref: HR/OCT/20/A3/58257170/60097950/1000899196

Date: 11 November, 2020

Mayur Ilag
Unique residency, Wagholi
Unique residency, Wagholi
Pune 412207
Maharashtra, India

Dear **Mr. Mayur**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **CPC Shift Executive Jio Mart** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

1. PLACE OF POSTING:

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 11 November, 2020 and successful clearance of the Pre-Employment Medical Examination.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,79,511/- (Rupees Three Lac(s) Seventy Nine Thousand Five Hundred Eleven Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,45,010/- (Rupees Three Lac(s) Forty Five Thousand Ten Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,724/- (Rupees Twenty Eight Thousand Seven Hundred Twenty Four Only) per annum.

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

iii. Performance Linked Incentive (PLI): Your target PLI will be Rs. 34,501/- (Rupees Thirty Four Thousand Five Hundred One Only) per annum, the payment of which will depend on the performance level of the individual, the concerned business, and the overall organization subject to the PLI policy which will be decided by the company from time to time.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.



The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Qwik Supply Chain Pvt Ltd



Ramandeep Singh

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____



| Annexure 1A | | | |
|---|-----------------------------------|---------------------------|-----------------|
| Name: Mayur Ilag | | | |
| EARNINGS | | | |
| CTC Components | | Proposed CTC (Rs.) | |
| | | Monthly | Annual |
| A. Fixed Pay | | | |
| 1 | Basic Pay | 12,343 | 1,48,113 |
| Choice Pay | | | |
| 2 | Conveyance | | |
| 3 | Fuel & Maintenance | Refer Annexure | Refer Annexure |
| 4 | Leave Travel Allowance | Refer Annexure | Refer Annexure |
| 5 | Medical Reimbursement | Refer Annexure | Refer Annexure |
| 6 | Bonus* | 2,469 | 29,623 |
| 7 | Residual Choice Pay | 3,998 | 47,971 |
| Housing | | | |
| 8 | House Rent Allowance | 6,171 | 74,056 |
| Insurance | | | |
| 9 | GPA Insurance Premium | 13 | 150 |
| 10 | Group Term Life Insurance Premium | 307 | 3,688 |
| 11 | Medical Insurance Premium | 1,057 | 12,685 |
| Retirals | | | |
| 12 | PF - Employer Contribution | 1,800 | 21,600 |
| 13 | Gratuity (4.81% of Basic) | 594 | 7,124 |
| Total Fixed Pay [A] | | 28,751 | 3,45,010 |
| C. Performance Linked Incentive | | | |
| 1 | Performance Linked Incentive | 2,875 | 34,501 |
| Total Performance Linked Incentive [C] | | 2,875 | 34,501 |
| Total CTC (A + B) | | 31,626 | 3,79,511 |

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5063203/966111,

10/12/2021,
Tushar Rajaram Rav.

Balkrishna Villa, Mukne Colony Vasahat, shivnagar, Mukne
Nashik, Maharashtra
India.

Confidential

Dear Tushar Rajaram Rav,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **10/12/2021** (or such other date as may be communicated to you by the Company), as per details given below

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **IN Pune**.
- C) You have to report by 8:30 am at **IN Pune** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Capgemini Technology Services India Limited, A-1, Technology Park,
MIDC , Talwade, Pune 412114

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 380,006.00 (Rupees Three Lakh Eighty Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

| Monthly Components | Per Month | Annualized |
|--|---------------------|-----------------------|
| Basic | Rs.15,000.00 | Rs.180,000.00 |
| House Rent Allowance | Rs.9,000.00 | Rs.108,000.00 |
| Other Allowances and Reimbursements – 1 # | Rs.1,199.00 | Rs.14,388.00 |
| Other Allowances and Reimbursements – 2 + | Rs.147.00 | Rs.1,764.00 |
| Advance Statutory Bonus | Rs.3,149.00 | Rs.37,788.00 |
| Gross monthly salary | Rs.28,495.00 | Rs.341,940.00 |
| Statutory payments ++ | | |
| Cpgemini's contribution to PF * | Rs.1,800.00 | Rs.21,600.00 |
| Gratuity (accrual only) | | Rs.8,664.00 |
| Total Fixed Compensation | | Rs.372,204.00 |
| Total Cash Compensation | | Rs.372,204.00 |
| Benefits | | |
| Medical, Accident & Life Insurance Premium | | Rs.7,802.00 |
| Total Cost to Company | | Rs. 380,006.00 |

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

| Other Allowance & Reimbursements - 1 | Annualized |
|--------------------------------------|------------|
| Remote Working Allowance | 19,800.00 |
| Books and Journals | 24,000.00 |
| Professional Pursuit | 180,000.00 |
| Conveyance Allowance | 63,600.00 |

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

| Other Allowance & Reimbursements - 2 | Annualized |
|--------------------------------------|------------|
| Leave Travel Assistance | 60,000.00 |
| Meal Card | 26,400.00 |
| Vehicle & Driver Reimbursement | 21,600.00 |

Note:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law.
- The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a.) You will submit relevant documents as mandated by the Company.
 - b.) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c.) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d.) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e.) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company
 - f.) You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
 - g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and
 - h.) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Caggemini Technology Services India Limited



Anil Kumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Tushar Rajaram Rav**

Date: **10/12/2021**

Strictly Private & Confidential

14-Jun-2021

VerSe/HRD/1893446

Simran Mandviya

Dear Simran,

Subject: Offer Letter for the position of Executive - Social Media

Subsequent to the interview you had with us, we are pleased to offer you the position of **Executive - Social Media** with **Ver sé Innovation Private Limited** ("The Company"), on the terms indicated below ("Offer Letter"). In this position you will initially be located in **Bangalore**, however the job may require you to travel within India and you could be transferred to any other location.

Position : **Executive - Social Media**
Grade : **1.0**
Location : **Bangalore**

Your employment is expected to commence on **15-Jun-2021** and this will be confirmed when the exact date is known and agreed as per the terms hereof ("Date of Joining"). Your remuneration details are specified in **Annexure 'A'** and the employment related terms and conditions are specified in **Annexure 'B'** of this Offer Letter. You are required to abide by the internal policies that are in force (and as amended from time to time) such as HR policies, confidentiality, other IT related policies and regulations implemented in the Company.

Your employment terms and conditions should not be disclosed to any person and should be treated with the strictest confidence. Should you require any clarification on your employment terms, please contact the HR department of the Company.

Please sign at the bottom of this Offer Letter as your acknowledgment of your acceptance of this Offer Letter and of the terms and conditions contained hereunder, on or before **14-Jun-2021** and return one copy indicating your likely date of joining.

We would like to take this opportunity to welcome you and wish you every success with the company.

Yours Sincerely,

For Ver sé Innovation Private Limited



Maya John
Group Head - Human Resources

Annexure 'A'

Basic Salary: Rs. 1,73,640/- per annum (Rs. 14,470/- per month)

Allowances: Additionally, the Company will provide you (at an annual cost to Company) a budget of Rs. 1,31,952 per annum (Rs. 10,996/- per month) to provide tax exemption of your expenses incurred on housing rent allowance (HRA) and Special Allowances. The remuneration paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of overtime and other allowances, except as may be required by law.

Variable Performance Incentive: You will be entitled for a performance-based incentive plan with an earning potential of Rs. 0/- per annum ("Performance Bonus"). It will be payable to you basis your performance evaluation at an individual and corporate level at 60% and 40% share respectively of the overall Performance Bonus, and subject to the eligibility guidelines defined by the Company from time to time. The Performance Bonus will be prorated from your Date of Joining as per the disbursement eligibility guideline as decided by the Company and the Company reserves the right to alter the terms of incentive plan as deemed necessary. To be eligible for this payout, the employee needs to be on rolls of the Company on the date of payment and should not be serving the notice period.


Statutory contributions / Retirals: The Company will provide (at an annual cost to Company) to you a budget of Rs. 29,952/- per annum (Rs. 2,496/- per month) towards retirals including statutory contributions to be made against employee's provident fund, end of service gratuity, etc., as per the applicable law.

Income Tax: You will be responsible for all income tax as per the applicable law. Further, the Government's policy prescribes that the employees of a company should fully comply with the income tax requirements of the country in which the employee is employed. Subject to the applicable law, taxes as applicable will be deducted at source from any pay-outs to you by the Company.

Illustration: Compensation & Benefit Statement

| offer Breakup (INR) | | |
|------------------------------------|---------------|-----------------|
| Group I | Monthly (Rs.) | Annual (Rs.) |
| Basic | 14,470 | 1,73,640 |
| House Rent Allowance (HRA) | 5,788 | 69,456 |
| Statutory Bonus | 1,205 | 14,460 |
| Special Allowances | 5,208 | 62,496 |
| Sub Total - A | 26,671 | 3,20,048 |
| Group II (Deferred Benefits) | | |
| Company's contribution to PF | 1,800 | 21,600 |
| Gratuity | 696 | 8,352 |
| Sub Total - B | 2,496 | 29,952 |
| Cost to Company [Total A+B] | 29,167 | 3,50,000 |

For Ver sé Innovation Private Limited



Maya John
Group Head - Human Resources



placementmba dmimcs <placement.mba@moonjeinstitute.com>

Campus recruitment_Infosys_MBA_DMIMCS

sidarths<sidarth.sj@infosys.com>

Tue, May 11, 2021 at 11.18AM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: placementmba dmimcs <placement.mba@moonjeinstitute.com>, kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>

Dear sir/ Madam,

Please consider this confirmation offer to the following selected 3 candidates for the position of Management Trainee at Pune location.


We have dropped them an official email of selection for which they have acknowledged the same, while they will update us on the date of joining soon.

We extend this offer to the following students having CTC of 3LPA.

| Sr. No. | Name of selected candidates |
|---------|-----------------------------|
| 1 | Mahima Kasarle |
| 2 | Milind Deshmukh |
| 3 | Vrishabh Nikam |

Thanks and Regards,

**Team-HR,
Pune**

 image.png

Ref: HR/NOV/19/A3/56870680/60045416/1000830268

Date: 15 November, 2019

Atul Chikhale
patherdi phata
gajanan nagar
nashik 422010
Maharashtra, India

Dear **Mr. Atul**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Hub Manager-Jalgaon** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

1. PLACE OF POSTING:

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 10 December, 2019 and successful clearance of the Pre-Employment Medical Examination.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 2,78,415/- (Rupees Two Lac(s) Seventy Eight Thousand Four Hundred Fifteen Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 21,587/- (Rupees Twenty One Thousand Five Hundred Eighty Seven Only) per annum.

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

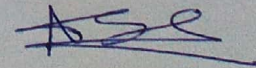
Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.


02/01/2020

FINE TECH CORPORATION PRIVATE LIMITED

(Formerly known as : Fine Tech Commercials Private Limited)

Regd Office : 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Fine Tech Comm Pvt Ltd

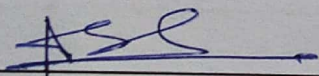
Ramandeep Singh



ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on 03/01/2020

SIGNATURE: 

DATE: 02/01/2020

FINE TECH CORPORATION PRIVATE LIMITED

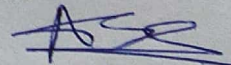
(Formerly known as : Fine Tech Commercials Private Limited)

Regd Office : 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002

| Annexure 1A | | | |
|----------------------------|-----------------------------------|--------------------|----------------|
| Name: Atul Chikhale | | | |
| EARNINGS | | | |
| CTC Components | | Proposed CTC (Rs.) | |
| | | Monthly | Annual |
| A. Fixed Pay | | | |
| 1 | Basic Pay | 10,701 | 1,28,415 |
| Choice Pay | | | |
| 2 | Conveyance | 1,600 | 19,200 |
| 3 | Fuel & Maintenance | Refer Annexure | Refer Annexure |
| 4 | Leave Travel Allowance | Refer Annexure | Refer Annexure |
| 5 | Medical Reimbursement | Refer Annexure | Refer Annexure |
| 6 | Bonus* | 0 | 0 |
| 7 | Residual Choice Pay | 4,934 | 59,213 |
| Housing | | | |
| 8 | House Rent Allowance | 5,351 | 64,208 |
| Insurance | | | |
| 9 | GPA Insurance Premium | 13 | 150 |
| 10 | Group Term Life Insurance Premium | 30 | 363 |
| 11 | Medical Insurance Premium | 572 | 6,866 |
| Total Fixed Pay [A] | | 23,201 | 2,78,415 |
| B. Retirals | | | |
| 1 | PF - Employer Contribution | 1,284 | 15,410 |
| 2 | Gratuity (4.81% of Basic) | 515 | 6,177 |
| Total Retirals [B] | | 1,799 | 21,587 |
| Total CTC (A + B) | | 25,000 | 3,00,000 |

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.


02/01/2020

Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

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- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

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will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

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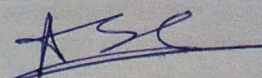
deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:


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- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of Reliance or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

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02/01/2020

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

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02/01/2020

15 November, 2019

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Atul Sunil Chikhale

Signature: 

Date: 02/01/2020

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5511957/1177216,

02/09/2022,
Vishal Atmaram Murkute.

Panchavati
Nashik, Maharashtra
India.

Confidential

Dear Vishal Atmaram Murkute,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini ' or '**Company**') starting from **02/10/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **Mumbai**.
- C) You have to report by 8:30 am at **Mumbai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
CAPGEMINI Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

| Monthly Components | Per Month | Annualized |
|--|---------------------|-----------------------|
| Basic | Rs.15,000.00 | Rs.180,000.00 |
| House Rent Allowance | Rs.3,679.00 | Rs.44,148.00 |
| Advance Statutory Bonus ++ | Rs.3,149.00 | Rs.37,788.00 |
| Gross monthly salary | Rs.21,828.00 | Rs.261,936.00 |
| Capgemini's contribution to PF * | Rs.1,800.00 | Rs.21,600.00 |
| Gratuity (accrual only) | | Rs.8,664.00 |
| Total Fixed Compensation | | Rs.292,200.00 |
| Total Cash Compensation | | Rs.292,200.00 |
| Benefits | | |
| Medical, Accident & Life Insurance Premium | | Rs.7,802.00 |
| Total Cost to Company | | Rs. 300,002.00 |

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 04/11/2022(for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Vishal Atmaram Murkute**

Date: **02/09/2022**

26-Nov-2021

Dear Pranav Rajendra Kanadi,

We are pleased to offer you the position of FIN. SERVICES CONSULTANT-PR in **Level - 1** of our Company. Your initial posting will be at Nashik.

Your compensation details are as follows:

| Components | Components Rs. Per annum |
|-------------------------------|--------------------------|
| Basic | 72,000 |
| Supplementary Allowance | 108,000 |
| Employer's Contribution to PF | 21,600 |
| Statutory Bonus | 7,000 |
| Gratuity | 3,461 |
| Flexible Compensation Pay | 27,939 |
| Total Fixed Pay | 240000.00 |

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company.

This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and

conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Vineet Tyagi
Senior Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.



4 & 8 Jaysham Appt., Patil Lane No.4,
College Road, Nashik - 5 (Mah.), India.
Nashik - Tel. : 0253 2319849,
Mob.No.8600300154
E-mail: factory@sonadoors.com
Website : www.sonadoors.com.

Date: 27.12.2021

To,
Mr. Ketan Fulzele
Shramik Nagar,
Satpur - Nashik

To whosoever it may concern

REF: LETTER OF OFFER OF EMPLOYMENT – Sales Executive

Dear Mr. Ketan,

Following our recent discussions, we are delighted to offer you the position of **Sales Executive for Nashik Location with Sona Decor**. If you join **Sona Decor** you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: Sales Executive

Start date: 27th December 2021

Salary: Annually Rs.2,04,000/-

Monthly Rs. 14,000/-

- **The normal working days are Monday through Saturday 10:00 am to 6:00 pm. You will be required to work for such hours as necessary for the proper discharge of your duties to the company.**
- **If you leave the job before completing 1 month in the organization you will be not liable for the salary (Travelling Expenses, Incentive etc.) for the same month.**
- **In the event that you decided to leave the company, you will be required to give at least two months' notice of resignation to the company or pay to the 1-month salary amount in lieu of the notice.**



4 & 8 Jaysham Appt., Patil Lane No.4,
College Road, Nashik - 5 (Mah.), India.
Nashik - Tel. : 0253 2319849,
Mob.No.8600300154
E-mail: factory@sonadoors.com
Website : www.sonadoors.com.

- *Your employment would be subject to the terms and condition, mentioned in appointments letter which will be issued to you on your joining.*
- *Please bring along the bellow listed document / details on your day of joining.*
 - a) 2 Photos and residence proof (Aathar Card / Pan Card).*
 - b) Marksheet and Academic Certificate.*
 - C) Resignation Or Acceptance Letter.*
 - D) Salary Slip or Bank Statement.*

Your employment with our organization will be governed by the current and further policies, rules and guidelines of Sona Decor.

The terms and condition of the employment with *Sona Decor* as stated in this offer of employment letter supersede any prior representation made either verbally or in writing during any meeting or interview with Sona Decor HR department. Additionally, you're signing this offer of employment letter represents you are understanding, agreement and acceptance to this terms and condition as stated in this offer letter.

Sona Décor does not intend to nor is obligated to offer you any remuneration, benefits entitlement or any other perquisite not stated herein.

Ketan we welcome your decision of joining *Sona Decor*, and I am sure that we will enjoy a mutually rewarding association, please call us at **8956532667** should have any questions.

Best regards,

Sona Decor

A handwritten signature in blue ink, appearing to read "Dhanvantari Pawar", is written over the circular stamp.

Dhanvantari Pawar
HR Executive



A handwritten signature in blue ink, appearing to read "Ketan Fulzele", is written above the text.
Ketan Fulzele
Accepted By



Offer Letter

Mr. Nilesh Pravin Patil

11/01/2022
Maharashtra ,

Dear Nilesh Pravin Patil

It gives us immense pleasure in inviting you to join TalentPro India HR Pvt Ltd as one of its valuable associates. You will be deputed to work as **PFC** at any of our Client Office(s) as may be determined by us and which would be specified in the Letter of Appointment to be issued further to this Offer Letter. Your position will carry a Net salary – **Rs. 15,000** /- per month.

Your employment with us will be for Eleven months from your date of joining, on a Fixed Period Agreement.

The fixed period agreement will automatically expire at the end of Eleven months from your date of joining.

Notwithstanding the above, your appointment shall be co-terminus with the arrangement as between TalentPro India HR Pvt Ltd and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of eleven months, in case the aforesaid arrangement is to come to an end before the agreed term of Eleven months.

This agreement shall be terminable by either party giving fifteen days' notice to the other, in case you fail to give the above notice, the salary in lieu of notice will be recovered from you.

We would prefer you to join us on or before **10-January-2022**. A formal appointment letter will be issued to you subsequent to joining our organization and we will require you to submit various documents for our records.

We are confident that you will contribute to the organization and its goals and add value through your roles.

Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, Welcome to TalentPro India HR Pvt Ltd!

Sincerely,
For TalentPro India HR Pvt Ltd.

Authorized Signatory
I accept the offer and will be joining on:

Name : **Nilesh Pravin Patil**
Signature :

Employee Code : 276284

Personal & Confidential

Date of Joining : Jan 27, 22
Name : TEJAS SHAMRAO DIVE
Location : Nasik

Dear TEJAS SHAMRAO DIVE ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Branch Banking(cost code: 224) at branch (1246), Nasik on the following terms and conditions:

| | |
|---------------------|----------------------------|
| BAND | : SO. |
| Basic Salary | : 12500.00 Rs. /-pm |
| HRA | : 2500.00 Rs. /-pm |
| Total | : 15000 Rs. /-pm |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

www.hdfcbank.com

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618

REF: MSPL/HO/HR-OFR/2021/12/011

DATE: 31/12/2021

To,
Ms. Lisha Wani
11, Shree Ganesha Co-Op HSG Society,
B/H Gandhinagar , Takli Road
Nashik -422006
Mobile: 7350554857
Email: lishawani0302@gmail.com

SUBJECT: OFFER LETTER

Dear **Lisha**,

This is with reference to your application made with our company for the position of “**HR Executive**” After your successful completion of interview and mutual discussions, we are glad to inform you that you have been selected for the position of “**HR Executive**”

You are being appointed as an “**HR Executive**” in our company **Minitek Systems (I) Pvt. Ltd.** You will be posted in our **Branch Office** at **Nashik w.e.f 03/01/2022**. As per the commitments given by you during the interview, you must achieve the targets set by the KRA on you. You might be shifted to other sites, as our requirement arises.

Title: “HR Executive”

Dept.: Human Resource

Reporting to: Assistant Manager HR & Admin (Mr. Jimith M)

Location: Nashik

We are offering you a yearly CTC package of **Rs 1,42,752/-** with entitlement to other, paid holidays per as the company policies. This is only an offer letter. The detailed terms & conditions of your employment will be given in the appointment letter in due course.

You will join the company on a **Probation** period of **Six months (06)**. Your performance will be evaluated once every month/quarter. Based on the evaluation of your performance the company will decide your confirmation. Your notice period will be of 30 days.

After being confirmed, as aforesaid, the Company shall have the right to terminate your services by giving you in writing **30 Days’ notice** of its decision to, so terminate your services. It is also understood & agreed that you shall not leave your employment unless you have notified the company by giving prior notice of 30 Days in writing of your decision in doing so. It is further agreed & understood that failure to give the said notice, the company shall have the right to deduct your gross salary for 30 Days at the time of effecting full & final settlement.



COMPAQ

Microsoft

IBM

lenovo

APC
Legendary Reliability

EMERSON
Network Power

However, based on your performance, the company reserves the right to relieve you any time during your notice period and in such case the company is not liable to pay any salary in lieu of notice.

Note that the offer is based on the inputs forwarded by you during the interview and the documents submitted before taking the offer like your qualification details, previous experiences and last salary drawn, etc. In case of any irregularities in this data or any data found to be false, this offer letter shall become null and void.

Should you decide to accept Minitex Systems (India) Pvt Ltd.'s offer of employment, please be advised that the Minitex's Code of Business Conduct requires you to honor any agreements you have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with Minitex Systems (India) Pvt Ltd. any information considered confidential and/or trade secret Information of another entity, including any prior employer, and that you -will not use any such confidential and/or trade secret information of another entity for purposes of your employment with Minitex Systems (India) Pvt Ltd. During your employment, subject to applicable local laws, Minitex Systems (India) Pvt Ltd. may take immediate disciplinary action (up to and including termination without notice or separation pay), if you are found to have violated the law or Minitex's policies, including those related to the use of confidential information or trade secrets as noted herein. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with Minitex Systems (India) Pvt Ltd., you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

This offer letter shall be treated as confidential and you shall not use the same as a bargaining tool to negotiate with your current company or any other purpose.

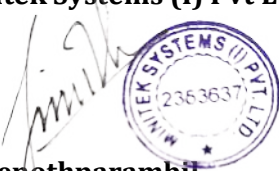
You are required to report to the company and provide your acceptance of this offer as an **"HR Executive"** within **3** days of receipt of this letter. In case we do not get your acceptance for the same, this offer letter stands cancelled with no further opportunity for review, unless the extension of the said date for joining duty is granted by us in writing

Please sign this letter and send us a copy of the same to confirm your acceptance

Looking forward to your association with our company soon.

Yours Sincerely,
For, Minitex Systems (I) Pvt Ltd

Jimith Menothparambil
Human Resource Dept



I accept the above offer. I will join
on _____ (date)



1st-April-2019
Mr. Ajith Ravikumar
Room no 05, hill view apartment,
Narhari nagar, pathardi fata, nashik 422010

Employee Code: 033981

Dear Mr. Ajith,

Welcome to Writer Corporation!

We hereby place on record the following terms and conditions of employment on which you are appointed as 'Associate-Operations' with 'Writer Business Services Pvt. Ltd', w.e.f. 1st-April-2019.

1. Commencement of Employment

Your appointment is effective from 1st-April-2019.

2. Position

- a. You will perform the duties of **Associate - Operations** 'at Grade **M-7** for the Company or any Writer group related companies as may be deemed necessary and expedient as per the exigencies of business.
- b. The duties to be undertaken include those that are set out in **Annexure A** (Job description) together with any other duties, which may be agreed between the parties from time to time. It is expected that those duties will be performed in accordance with the instructions of the Company and that you will devote all of your normal working hours and best endeavours to performing the duties outlined in a manner, which will promote the interests of the Company. The nature of the Company's business demands that you are flexible with your approach to work to service the best interests of the Company. Accordingly you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company's business and your role within it.
- c. You will report to the **Vasantraj Dabhi - Project Manager** or to such other person nominated by him/her or the MD from the company.

You will be required to perform your duties at the Company's office at **Nashik Satpur MIDC**, India or such other offices of the Company, as may be required, from time to time.

3. Remuneration and Benefits

Your gross annual compensation (cost to company) will be as per **Annexure B** to this letter and will be subject to Professional/ Income Tax, and statutory deductions as applicable per the prevailing law. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility.

Salary reviews and refitments are not automatic and will be subject to your performance and the performance of the company in which you work and will always be subject to the schedules as may be implemented by the Company from time to time.

Please also note that the salary structure of the Company may be altered /modified at any time without prior notice and your package of remuneration and other terms may accordingly be altered / modified from time to time.

4. Probationary Period

You will serve a probationary period of six (06) months. You will be confirmed in your appointment in writing on successful completion of the said probationary period. If your performance is not satisfactory during this period, your probation would be extended for a further period of upto three (03) months. On completion of the probationary period, till such time that you are intimated in writing about your confirmation, you will be on probation. During the probationary period, either party may terminate this appointment by giving fourteen (14) days' notice in writing or payment of gross salary in lieu thereof.

5. Transfer

Transfer is incidental to your employment and a condition of service. Your services are liable to be transferred to any place in India or abroad and to any group company, existing or likely to come into existence in future.

- a. You are liable to be transferred from one job to another job, or from one department to another department or to any branch or any establishment, which is existing or likely to come up in future at any location of the company anywhere in India or abroad, its affiliate, or customers/ vendors within India or abroad as and when required by the Management and you shall do such other work which will be assigned to you by the Management from time to time. In the event of such transfer, you will be eligible to such benefits as stipulated under the service rules in respect of travel and reimbursement of expenses incurred on such transfer.
- b. If you do not report to the transferred location within 7 days of the date you are supposed to report for duty, your services are liable to be terminated without any notice or notice pay in lieu of notice.

6. Leave

You will be eligible to leave as per the leave policy in the HR policy manual.

7. Notice Period / Separation of Employment

On confirmation of your appointment, either party may terminate the contract of employment by serving Thirty (30) days' notice in writing on the other or payment of gross salary in lieu thereof. Additionally, the Company reserves the right to extend / reduce the notice period to the extent it deems fit, as per business exigencies / organizational requirements, at any time during the tenure of employment. The Company reserves the right to recover the cost incurred related to overseas training or overseas trade related meetings paid out during the last twelve (12) months prior to the notice of resignation / termination

The Company may terminate your employment without notice in circumstances of misconduct warranting summary dismissal, after giving you an opportunity to respond to the charge or charges. Such circumstances or misconduct would include:

- a. Committing any act of dishonesty, misconduct, willful breach of duty or company policy, or serious and willful neglect in the performance of your duties; or
- b. Any conduct perpetrated for profit or to gain some unfair advantage as defined in the Fraud Policy ; or
- c. Misrepresenting any of your personal information pertaining to your age, past employment and all other particulars mentioned by you in your application / resume; or
- d. Being convicted for an offence precluding or inhibiting the further performance of your duties or
- e. Usage and consumption of prohibited substances (smoking/drugs/alcohol) in office premises or
- f. Sexual harassment at the workplace or breach of the company's Code of Conduct.

On such termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

8. Upon separation of your employment, you shall

- a. forthwith deliver to the Company or its nominee any and all documents, memoranda, recordings, files, tapes, manuals, credit cards, keys, business cards, mobile phones, ID cards and all other materials (and all copies thereof) which may be in your possession or control which relate in any way to the affairs or business of the Company or its associated companies;
- b. forthwith deliver to the Company upon request a written verification in the form required by the Company that all of the materials described in paragraph 8(a) have been returned to the Company or its nominee;
- c. not solicit or induce any employee or contractor to terminate their employment or engagement with the Company;

not without prior Company approval, for the next twelve (12) months following notice of separation of your employment, whether by yourself or as principal, agent, employee, associate, representative, advisor or assistant of another, directly or indirectly, solicit or promote; or contract with or accept or carry out any business for any person who has at any time within six (6) months of the date of separation of your employment, a customer of the Company or its associated companies in the countries with whom you personally dealt during the last six (6) months of your employment;

- d. treat as confidential the information you acquire at the Writer Corporation and treat the same as the sole and exclusive property of the Writer Corporation. This information is being entrusted to you as a fiduciary of the Company and is not to be disclosed to any third party now or at any time in the future, during or after cessation of your employment with us. Post-employment possession or access to or control over any such information would be a breach of trust. Furthermore, post-employment solicitation for hire of any of our employees or soliciting of any Writer Corporation account, customer or prospective customer with whom you may have dealt with in the course of your employment with us, is not permitted;
- e. not without the prior written consent of the Company, except as required by the law, divulge to any person the circumstances surrounding the separation of your employment with the Company, including the amount of any separation payments.

9. Other Conditions

- a. The Company reserves the right to change your job function, duties or place of work as per the requirements of the business or customer requirements at any time during your employment and / or require you to carry out services for any subsidiary or related Company without adversely affecting the emoluments being paid to you.
- b. The company reserves the right to revise, modify, replace or withdraw any of the terms and conditions of service applicable to you from time to time during the course of your employment with the company without adversely affecting the .emoluments being paid to you unless warranted by business exigencies.
- c. You are a whole time employee of the Company and will devote your full time to your job and you will not carry out other business or devote part of your time in any capacity to any firm, company or person without prior written permission in this regard from the company's management.
- d. You will keep us informed in writing of any change in your residential address and on your failing to do so, all communications intended to be served on you would be sent to you on your last known address and this will be deemed to be sufficient service on you.
- e. You will retire from the Company's service on the last day of the month of your 58th birthday.

10. Governing Law

This agreement shall be governed by and construed in accordance with the law for the time being in force in India. If any provision of this contract is held to be illegal or contrary to public policy or otherwise unenforceable, such invalidity or unenforceability shall be deemed eliminated or modified to the extent which in the Court's opinion it is necessary to make the remainder of the provisions enforceable.



11. Acceptance

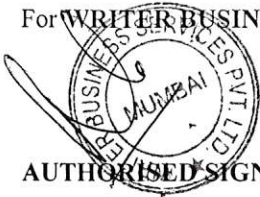
This letter confirms our understanding that you are not subject to any employment agreement that would preclude the Company from offering this position to you or preclude you from joining our Company. In addition you agree to execute a non-disclosure undertaking prohibiting the disclosure of the Company's confidential information and if requested by the Company, a non-solicitation/non-compete agreement as a condition of employment.

Please confirm your acceptance of the terms and conditions of your ongoing employment by signing and returning the enclosed copy of this letter. Should you require clarification or any further information, please do not hesitate to contact the undersigned.

We look forward to a long and mutually beneficial association with us.

Very truly yours,

For **WRITER BUSINESS SERVICES PVT. LTD.**



AUTHORISED SIGNATORY

Employee Acceptance

I hereby accept and agree to this employment contract. I promise to abide by the rules, regulations and other Company policies as applicable, enforced, amended or altered from time to time during the course of my employment and abide by any agreement entered between myself and the Company

Signature:

Name:

Date:



Non-Disclosure Undertaking

(Confidentiality Undertaking)

DECLARATION OF SECRECY

I, **Mr. Ajith Ravikumar**, do hereby solemnly upon honor, and as fully and inviolably as if formally sworn, DECLARE that I will on no account or pretext whatever divulge the secrets of the work undertaken for, and for the clients of Writer Corporation, either during the period in which I may provide services in any capacity or any future time, should I cease to be a service provider to Writer Corporation.

AND I further pledge my word that in whatever capacity the Directors, Managers or other responsible officers of Writer Corporation may deem fit to place me, I am bound to faithfully and honestly preserve strict silence in reference to all transactions or affairs of Writer Corporation and / or its Clients, that may come now or hereafter under my knowledge and observations from either letters, records or any other source whatsoever and arrange to conduct all my actions ethically and follow all policies of the Company in this regard and in the best interests of Writer Corporation and its clients.

AND I also agree that any violation of confidence on my part, as hereinbefore expressed, shall render me liable to suitable disciplinary and / or legal action.

Signature: _____

Name:

Place:

Date:



JOB DESCRIPTION

Job Title: Associate - Operations

Department: Operations

Location: Nashik Satpur MIDC

ESSENTIAL DUTIES AND RESPONSIBILITIES

OPERATIONAL

- Prepare the source data before data entry by compiling, cross-checking and sorting the information with due regard
- Input text-based or numerical data from the source documents within designated timelines
- Compare data with source document, detect errors and correct
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Sort and store the completed work in appropriate folders and locations
- Ensure the individual and team service levels are met
- Communicate and coordinate with the Team Lead and onshore counter-parts to resolve questions and or issues on customer processes
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Ensure the integrity and confidentiality of the information
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

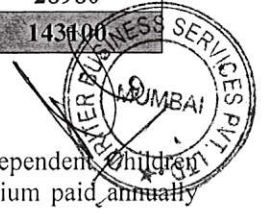
ANNEXURE – B
CTC

| | | | |
|-----------------------------|--|-------------------------------|-------------------------------|
| Name | Mr.Ajith Ravikumar | | |
| Location | Nashik Satpur MIDC | | |
| Grade | M-7 | | |
| Designation | Associate - Operations | | |
| Sr. No | Particulars | Amount per month (INR) | Amount per annum (INR) |
| FIXED CTC | | | |
| 1 | Basic | 3804 | 45648 |
| 2 | House Rent Allowance | 1902 | 22824 |
| 3 | Education | 200 | 2400 |
| 4 | Leave Travel Allowance | 317 | 3804 |
| 5 | Personal Pay | 3287 | 39444 |
| 6 | GROSS SALARY - A | 9510 | 114120 |
| COMPANY CONTRIBUTION | | | |
| 7 | Company PF contribution (@ 12% of Basic) | 456 | 5472 |
| 8 | Gratuity (@ 4.81% on Basic) * | 183 | 2196 |
| 9 | ESIC Contribution(@ 4.75% on Gross Salary) | 452 | 5424 |
| 10 | Statutory Bonus** | 761 | 9132 |
| 11 | Company Contribution towards Group Medical Policy*** | 563 | 6756 |
| 12 | COMPANY CONTRIBUTION TOTAL - B | 2415 | 28980 |
| | CTC (A+B) | 11925 | 143100 |

* - Payment as per Payment of Gratuity Act 1972

** - Payment as per Payment of Bonus Act, 1965

*** - Group Medical Policy - for an assured sum of Rs.2,00,000/- for Self, Spouse & 2 Dependent Children (upto the age of 23 only) as per the terms & conditions of the Insurance Company. The premium paid annually reflects in row 13 above.





Nullplex Software Private Limited

CIN: U72300MH2016PTC272792

Unit No 3, First Floor, White Field Tower, Rameshwar Nagar, Gangapur Road, Opp Anandwalli,
Nashik- 422012 E: info@nullplex.com W: www.nullplex.com

Date: 13/09/2021

September 13th, 2021

Miss. Priyanka Joshi

34, Shree Sai Krupa, Heramb Housing Society, Kanifnath Nagar, Rajiv Nagar, Nashik-422009

Reference: Letter of Appointment

Dear Priyanka,

Congratulations!

This has reference to your application and subsequent interviews you have had with **Nullplex Software Private Limited**. We are pleased to appoint you as **Human Resource Executive** at White Field Tower, Rameshwar Nagar, Gangapur Road, Opp Anandwalli, Nashik. Your employment will be governed by the following terms and conditions:

COMPENSATION

As a compensation for your starting annual salary inclusive of all benefits will be Rs. 1,20,000.00 P.A. (One Lakh Twenty Thousand only) subject to the deduction of taxes at source in accordance with the prevailing laws. Our standard pay schedule is on 15th of each month for the previous month.

VACATION AND BENEFIT

As a new employee you will be eligible for twelve days of paid vacations in additions to regular holidays. Any more days taken will be without pay.

SALARY INCREMENT

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

AT WILL EMPLOYMENT

After the confirmation of your permanent employment, your employment with Nullplex Software Private Limited, Nashik. Will be “at will” in that they can be terminated with or without cause, at any time, at the option of yourself or Nullplex Software Private Limited, except as otherwise provided by law, with thirty days notice period on either side.

ACCEPTANCE OF TERMS

If you are happy with proposed terms and wish to accept this offer of employment, please sign this letter or if you are not satisfied with terms then you can declined this offer.

These offer contingents upon the completion of a reference check verifying your professional experience and educational background and eligibility to work legally in India. You will also be requested to sign a confidentiality agreement and notice to comply with Nullplex Software Private Limited policies.

We are excited to offer you this opportunity and look forward to having mutually rewarding working relationship with you. Since Nullplex Software Private Limited invests a lot of time and efforts in training fresher and does not ask fresher to sign a bond, we will not provide you an experience certificate or relieving letter if you leave within one year of joining.

Yours Sincerely,

Nullplex Software Private Limited

I Accept

Name:

Joining Date:

Signature:

I Declined

Name:

Joining Date:

Signature:

FII-ACC PROJECT FINANCE CONSULTANTS

B-4 1st Floor, Office No 4, Parshuram Appt., Above Woodland Showroom, College Road, Nashik
422005.

Mobile No- 9822372070 / Email id: infofiiacc@gmail.com

To,

NO. 022

DATE 31/5/21

Date: - 31/05/2021

To,

Miss. Pritee Laxmikant Potdar
DGP Nagar Ambad Nashik

Sub: - Letter of intent for the position of Trainee Finance Executive - appointment letter

We are pleased to offer you the position of Trainee Finance Executive at our office located at Tulips Apartment College Road, Nashik your appointment for the above position is effective from 23rd May, 2021.

Your Trainee remuneration will be Rs. 6000/- (Six Thousand Rupees only) per month.

Your training period is subject to your performance, training period, attendance at office, work schedule. Our company will constantly analysis your performance during the above period.

We welcome you to Fi- Acc Project Finance Consultants Family and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

For: FII-ACC PROJECT FINANCE CONSULTANTS

FII-ACC PROJECT FINANCE CONSULTANT

M.P. Rajhans
Proprietor



2022/3/26 21:41