



# THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University)

Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA

Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)

Madurai 625015, Tamil Nadu

**67**  
YEARS  
1957-2024  
Celebrating  
Academic Excellence

## B.E Electronics and Communication

### Placement Details for the Academic Year 2019 - 2020

Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
1	16D018	BHUVANESSWARI V S	ECE	Zoho	6.5LPA	<a href="#">Offer Letter</a>
2	16D021	R DHAYALAN	ECE	Zoho	6.5LPA	<a href="#">Offer Letter</a>
3	16D030	Geethanjali R	ECE	Zoho	6.5LPA	<a href="#">Offer Letter</a>
4	16D053	KEERTHANA S	ECE	Blueyonder	7LPA	<a href="#">Offer Letter</a>
5	16D106	VAISHNAVI R	ECE	Zoho	6.5LPA	<a href="#">Offer Letter</a>
6	16D110	Velkumar Mariappan	ECE	Zoho	6.5LPA	<a href="#">Offer Letter</a>
7	16D024	K Divya	ECE	Mr cooper	475LPA	<a href="#">Offer Letter</a>
8	16D002	ABIRAMI M	ECE	Wipro Turbo	5.5 LPA	<a href="#">Offer Letter</a>
9	16D025	K DURGA NANDHINI	ECE	Wipro Turbo	5.5 LPA	<a href="#">Offer Letter</a>
10	16D046	Karpaga Jothi V	ECE	Wipro Turbo	5.5 LPA	<a href="#">Offer Letter</a>
11	16D091	SHARMILA POOJA M	ECE	Wipro Turbo	5.5 LPA	<a href="#">Offer Letter</a>
12	16D112	Vince Leona Valan Arasu	ECE	Wipro Turbo	5.5 LPA	<a href="#">Offer Letter</a>
13	16D070	Nandha Kumar A	ECE	Value Labs	16.5LPA	<a href="#">Offer Letter</a>
14	16D008	Akshaya Lakshmi S N	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
15	16D015	Ashiq V N	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
16	16D037	Hariharan R	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
17	16D044	Kannammai V	ECE	Ericsson	5.75LPA	<a href="#">Offer Letter</a>
18	16D072	B Naveena	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
19	16D073	NIRIKSHA S	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
20	16D078	Priyadharshini S	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
21	16D082	Ram Praveen G N D	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
22	16D085	Ramkumar C	ECE	Accenture	4.5LPA	<a href="#">Offer Letter</a>
23	16D089	B SAHAYA CYNTHIYA	ECE	COMCAST	3LPA	<a href="#">Offer Letter</a>
24	16D092	SHEIK MOHAMED SIKKANDAR A	ECE	HP	3.6LPA	<a href="#">Offer Letter</a>
25	16D094	Shivani R	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
26	16D100	V Susila	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
27	16D104	THIRUMURUGAN M	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
28	16D108	Valliappa S	ECE	Blueyonder	7LPA	<a href="#">Offer Letter</a>
29	16D114	ARAVIND LAGUDUVA RENGARAO PREMKUMAR	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
30	16D023	Dhiyana Priya M K	ECE	Multicoreware	6.2LPA	<a href="#">Offer Letter</a>
31	16D069	L NAGESWARAN	ECE	Multicoreware	6.2LPA	<a href="#">Offer Letter</a>
32	16D102	G THANGAMARI	ECE	Blueyonder	7LPA	<a href="#">Offer Letter</a>
33	16D032	Gokul S R	ECE	Infoview	4.5LPA	<a href="#">Offer Letter</a>
34	16D088	Rishiyananthan SM	ECE	Zoho	4.5LPA	<a href="#">Offer Letter</a>
35	16D111	VIGNESH K	ECE	Infoview	4.5LPA	<a href="#">Offer Letter</a>
36	16D112	YadhavaRam	ECE	Athenahealth	3.5LPA	<a href="#">Offer Letter</a>



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Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
37	16D042	Jeevanantham M	ECE	Infosys	3.6LPA	<a href="#">Offer Letter</a>
38	16D047	Karthick Raja S	ECE	Infosys	3.6LPA	<a href="#">Offer Letter</a>
39	16D084	Ramachandrika B	ECE	Infosys	3.6LPA	<a href="#">Offer Letter</a>
40	16D027	K K Gayathri devi	ECE	IBM	7.5LPA	<a href="#">Offer Letter</a>
41	16D016	AYSWARYAA R	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
42	16D033	Gokulnath K	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
43	16D051	KAVUSALYA S	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
44	16D056	V Lavanya	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
45	16D086	RAMYA R	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
46	16D107	R Vaishnavi	ECE	HCL	3.5LPA	<a href="#">Offer Letter</a>
47	16D012	Aro Robina Kiruthi J	ECE	Gensys	3.73LPA	<a href="#">Offer Letter</a>
48	16D062	S MANONMANI	ECE	Gensys	3.73LPA	<a href="#">Offer Letter</a>
49	16D020	Deepan V	ECE	MMRFIC	3LPA	<a href="#">Offer Letter</a>
50	16D099	Subhiksha B	ECE	Accenture	4.5LPA	<a href="#">Offer Letter</a>
51	16D083	SIGAPPI RAMA	ECE	Ericsson	5.75LPA	<a href="#">Offer Letter</a>
52	16D014	Arun Muthu Ram M	ECE	EmbedUR	4LPA	<a href="#">Offer Letter</a>
53	16D109	VANDANA M	ECE	DXC Technology	3.6LPA	<a href="#">Offer Letter</a>
54	16D081	R Saratha	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
55	16D005	Aishwarya S	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
56	16D006	Ajay Balakrishnan	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
57	16D013	Arun Bharath G	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
58	16D019	DEEPAK RAAJESH M	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
59	16D029	Geetha V	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
60	16D039	ISWARYA M	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
61	16D054	KEERTHANA	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
62	16D058	Lohit Kumar M	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
63	16D059	R Madhumitha	ECE	Blueyonder	7LPA	<a href="#">Offer Letter</a>
64	16D064	MONIKA S	ECE	Blueyonder	7LPA	<a href="#">Offer Letter</a>
65	16D066	Mutharasi K	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
66	16D074	R Padma Priya	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
67	16D075	Parasuram BG	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
68	16D080	R Rahitha Jugale	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
69	16D095	SIVAKUMAR B P	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
70	16D067	MYMOON BEEVI S	ECE	Accenture	4.5LPA	<a href="#">Offer Letter</a>
71	16D009	S Amrutha	ECE	AstraZeneca	4.38LPA	<a href="#">Offer Letter</a>
72	16D026	Easwari M	ECE	AstraZeneca	4.38LPA	<a href="#">Offer Letter</a>
73	16D040	Iswariya	ECE	AstraZeneca	4.38LPA	<a href="#">Offer Letter</a>
74	16D043	KALEESWARAN R	ECE	Accenture	4.5LPA	<a href="#">Offer Letter</a>





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75	16D096	Sneka J	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
76	16D081	Rajeeswari	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
77	16D090	Saravanan	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
78	16D071	Narmatha	ECE	CTS	4LPA	<a href="#">Offer Letter</a>
79	16D116	Balamurali	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
80	16D061	Manoj	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
81	16D004	Agalya Rani M	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
82	16D060	Malavika	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
83	16D120	Hariharan T S	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>
84	16D007	Ajith Kumar	ECE	TCS	3.6LPA	<a href="#">Offer Letter</a>

Date: 14-Jul-2020

Dear Ms. Bhuvanesswari V S,

Re : Amendment to Annexure in the Offer Letter dated 05-Dec-2019, IT Services Policy and Social Media Policy.

This letter amends the terms of the Annexure in the offer letter entered into by you and Zoho Corporation Private Limited (the "Company"), dated 05-Dec-2019 ("Offer Letter"), IT Services Policy and Social Media Policy.

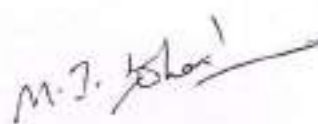
The Annexure in the Offer Letter, IT Services Policy and Social Media Policy are hereby replaced in its entirety by the annexures (Annexure A and Annexure B) and the revised policies (IT Services Policy and Social Media Policy) attached herewith. You are requested to read these annexures and the policies before providing your acceptance to this letter. The new annexures and policies set forth below shall become effective as on the date of your employment and your signature at the end of this amendment indicates your acceptance of the terms herein. Except as set forth in this letter, the remainder of the Offer Letter will remain in full force and effect.

We welcome you to our organization and trust that you enjoy working here and contributing to the growth and prosperity of the Company.

Yours Sincerely,

for ZOHO TECHNOLOGIES PRIVATE LIMITED

  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

  
Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the revised annexures (Annexure A and Annexure B) and the company policies (IT Services Policy and Social Media Policy).

Signature:

Date of Amendment acceptance :

Name : Bhuvanesswari V S

Place :

Branch Office :

2/278, Ambai Road, Silaraipuravu Village, Mathalamparai,  
Tenkasi - 627 814, Tamilnadu. Ph: +91- 4633 307070

1 of 3

Corporate Identification No: U52100TN2011PTC080778

e-mail ID : hr-team@zohocorp.com



**ANNEXURE A**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Nadurai-625 015

**NAME** : Bhuvanesswari V S  
**DESIGNATION** : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
<b>Gross Salary</b>	<b>43792</b>	<b>525504</b>
Employer Provident Fund (12% of Basic+TA)*	2208	26496
<b>Cost To Company (CTC)</b>	<b>46000</b>	<b>552000</b>
Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>652000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

**GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.







## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

### **TRANSPORTATION FACILITY**

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

### **DEVICES AND GADGETS**

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

### **FOOD AND SNACKS**

Company provides food, snack and other refreshment for all its employees.

### **RECREATIONAL FACILITY**

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

### **TEAM TREAT AND TRIP**

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Medidclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

*Please note that the above mentioned insurance schemes are subject to change based on yearly renewal.*

*Bas*

Dr. G.K. Rajesh  
Placement Officer  
Thiagaraja College of Engineering  
Madurai-625 015

Date: 14-Jul-2020

Dear Mr. Dhayalan R,

Re : Amendment to Annexure in the Offer Letter dated 05-Dec-2019, IT Services Policy and Social Media Policy.

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We welcome you to our organization and trust that you enjoy working here and contributing to the growth and prosperity of the Company.

Yours Sincerely,

for ZOHO TECHNOLOGIES PRIVATE LIMITED

*M. J. Sohail*

Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the revised annexures (Annexure A and Annexure B) and the company policies (IT Services Policy and Social Media Policy).

Signature:

Date of Amendment acceptance :

Name : Dhayalan R

Place :

Branch Office :

2/278, Ambai Road, Silaraipuravu Village, Mathalamparai,  
Tenkasi - 627 814, Tamilnadu. Ph: +91- 4633 307070

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Corporate Identification No: U52100TN2011PTC080778

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*cas*

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE A**

NAME : Dhayalan R  
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund (12% of Basic+TA)*	2208	26496
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**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

**GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.





## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

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Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,  
Lloyds Road, Gopalapuram, Chennai - 600 085, Tamilnadu  
Ph: +91-44-6744 7070  
www.zohocorp.com

*Bar*  
Dr. G. K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date: 14-Jul-2020

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Name : Geethanjali R Place : \_\_\_\_\_



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**ANNEXURE A**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**NAME** : Geethanjali R  
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Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

*Please note that the above mentioned insurance schemes are subject to change based on yearly renewal.*



4

  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

April 1, 2020

Keerthana S,  
11/46, Kovalon Nagar, Parkdown,  
Pudukkottai(DT), Tamilnadu - 614 621

**Sub: Letter of Appointment**

Dear Keerthana,

We are pleased to offer you the position of **Technical Consultant, Associate** at Bangalore on the following terms and conditions.

1. Your compensation package will be **Rs 6,19,048** /- per annum. Breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the company policy and payroll procedure. You shall be working in flexible hours based on the Company requirements.

**Bonus :** You will be eligible to participate in JDA's annual performance incentive bonus program. Based on your hire date, any payments will be prorated accordingly. The funding of the bonus pool is based on achievement of the company's annual financial goals, as approved by the Board of Directors. The actual payout to associates is based on individual performance and contribution to the company in the applicable year, as determined by management. The bonus distribution is, of course, not guaranteed, and the company has the right to modify the program from time to time or cancel at its sole discretion. New hires starting after January through September 30 will be eligible for the bonus plan in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the bonus plan starting in the following calendar year.

2. You shall be expected to operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation.
3. You will report to the Business Unit Head in **Cloud Services** Division or his /her nominee.
4. You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The first six (6) months of your employment with the company will be on probation period, during which time your performance will be evaluated to determine if your performance meets company's requirement. The notice period applicable would be one month during the period of probation and on confirmation the notice period would be of two months. During the notice period the Company reserves the right to require the employee to serve full notice period and complete the assignment based on business needs.
5. Your services will be liable to be transferred from one place/location to another and/or from one department to another either existing or to be set up in future, anywhere purely at the discretion of the Company. On such transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting.

6. You shall be entitled to the Maternity benefit and other related facilities and benefits in accordance with the provisions of Maternity Benefit Act. The Company has laid down the policy with regard to Maternity Benefit available to the women employees is contained in the policy which is available on the intranet/ website of the Company. You may go through the same. You may also download the same for your use.

**Non disclosure Agreement :**

- a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specifically entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
- c) If, during the course of your employment with this Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d) You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- e) During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations and policies, as it deems fit, preceded with notice.

**7. Pre-condition for Employment:**

- a) The terms and conditions laid out are pre-conditional for employment. The appointment letter is valid only after you sign the Non-Competition and Confidentiality agreement, Terms and Conditions and the Code of Conduct and other associated policy documents at the time of joining.
- b) You will be considered for a salary revision during the next annual performance review cycle in 2020 only if you join the Company by September 30<sup>th</sup>. Please note that the compensation review policies are subject to change at the discretion of the management
- c) New hires starting after January through September 30 will be eligible for the salary revision in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the salary revision starting in the following calendar year.
- d) The offer of employment is on the basis that the information furnished by you is complete and correct. The company will have verification and or background or reference check either directly or through any agency.



engaged by the company at any time prior to your reporting for duty or after you report for duty. If the verification report reveals that the information furnished by you is incorrect or if it is found that you have concealed or withheld from the company any relevant fact or information your employment with the company shall be liable for termination without any notice or salary in lieu thereof.

- e) All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the date of joining.
- f) The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

8. You are required to submit following documents at the time of joining :

- Photocopies of your educational qualifications
- 3 Passport size photographs, Relieving letter and Recent salary statement from previous employer, Copy of Passport ,PF account details and Income Tax deduction certificate from the previous employer

We look forward to having you on board with us, and welcome you to our family.  
Please sign a duplicate copy of this letter and indicate your date of joining.

Thanking You,  
For JDA Software Pvt. Ltd.



**Vinok Sequeira**  
SVP - Associate Success

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joining Date

*car*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 013

**jda.**  
Plan to deliver™

**Compensation Details**

Name	Keerthana S
Grade	P1
Designation	Technical Consultant, Associate
<b>COMPONENT</b>	<b>AMOUNT</b>
Basic Per Month	20,635
*PF Per Month	2,476
HRA Per Month	8,254
**Special Allowance Per Month	20,222
<b>Total Per Month</b>	<b>51,587</b>
<b>Annual Salary</b>	<b>6,19,048</b>
<b>Annual Performance Incentive Bonus</b>	<b>30,952</b>

**\*Provident Fund:** PF contribution mentioned above is the employer contribution.

**\*\*Special Allowance:** Please note, special allowance consists of flexible components like LTA, Medical Reimbursement, Telephone, Conveyance etc. You can restructure the same in the payroll portal, which are subject to applicable tax laws.

**The following additional benefits are offered on joining:**

**Life Insurance**

You are covered under Group Term Life Insurance as per the Company policy.

**Personal Accident Insurance**

You are covered under Personal Accident Insurance as per Company policy.

**Mediclaim Insurance**

You and your family (self, spouse, children and parents) are covered under the Mediclaim Insurance plan as per Company policy.

**Gratuity**

You are covered under the Gratuity scheme of the company and, gratuity is paid at the time of retirement or separation, subject to having completed a minimum of 5 years of continued employment in India.

All full time associates are eligible for the above mentioned benefits from the date of joining the organization.

The same is subject to amendment from time to time and will be applicable as per prevailing policies.



**ZOHO TECHNOLOGIES PRIVATE LIMITED**

Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,

Lloyds Road, Gopalapuram, Chennai - 600 086, Tamilnadu

Ph: +91-44-6744 7070

www.zohocorp.com

*Car*

Dr. G.K. Anjesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date: 14-Jul-2020

Dear Ms. Vaishnavi R,

Re : Amendment to Annexure in the Offer Letter dated 05-Dec-2019, IT Services Policy and Social Media Policy.

This letter amends the terms of the Annexure in the offer letter entered into by you and Zoho Corporation Private Limited (the "Company"), dated 05-Dec-2019 ("Offer Letter"), IT Services Policy and Social Media Policy.

The Annexure in the Offer Letter, IT Services Policy and Social Media Policy are hereby replaced in its entirety by the annexures (Annexure A and Annexure B) and the revised policies (IT Services Policy and Social Media Policy) attached herewith. You are requested to read these annexures and the policies before providing your acceptance to this letter. The new annexures and policies set forth below shall become effective as on the date of your employment and your signature at the end of this amendment indicates your acceptance of the terms herein. Except as set forth in this letter, the remainder of the Offer Letter will remain in full force and effect.

We welcome you to our organization and trust that you enjoy working here and contributing to the growth and prosperity of the Company.

Yours Sincerely,

for ZOHO TECHNOLOGIES PRIVATE LIMITED

*M. J. Mohan*

Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the revised annexures (Annexure A and Annexure B) and the company policies (IT Services Policy and Social Media Policy).

Signature:

Date of Amendment acceptance :

Name : Vaishnavi R

Place :

Branch Office :

2/278, Ambai Road, Silaraipuravu Village, Mathalamparai,  
Tenkasi - 627 814, Tamilnadu. Ph: +91- 4633 307070

1 of 3

Corporate Identification No: U52100TN2011PTC080778

e-mail ID : hr-team@zohocorp.com





**ANNEXURE A**

**NAME** : Vaishnavi R  
**DESIGNATION** : MEMBER TECHNICAL STAFF

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
<b>Gross Salary</b>	<b>43792</b>	<b>525504</b>
Employer Provident Fund (12% of Basic+TA)*	2208	26496
<b>Cost To Company (CTC)</b>	<b>46000</b>	<b>552000</b>
Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>652000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

**GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.





Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

### **TRANSPORTATION FACILITY**

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

### **DEVICES AND GADGETS**

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

### **FOOD AND SNACKS**

Company provides food, snack and other refreshment for all its employees.

### **RECREATIONAL FACILITY**

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

### **TEAM TREAT AND TRIP**

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Mediciam policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

Please note that the above mentioned insurance schemes are subject to change based on yearly renewal.



*[Handwritten Signature]*  
Dr. G.K. Raajesh  
Thiagarajar College of Engineering  
Madurai-625 016

Date: 14-Jul-2020

Dear Mr.VELKUMAR M,

Re : Amendment to Annexure in the Offer Letter dated 05-Dec-2019, IT Services Policy and Social Media Policy.

This letter amends the terms of the Annexure in the offer letter entered into by you and Zoho Corporation Private Limited (the "Company"), dated 05-Dec-2019 ("Offer Letter"), IT Services Policy and Social Media Policy.

The Annexure in the Offer Letter, IT Services Policy and Social Media Policy are hereby replaced in its entirety by the annexures (Annexure A and Annexure B) and the revised policies (IT Services Policy and Social Media Policy) attached herewith. You are requested to read these annexures and the policies before providing your acceptance to this letter. The new annexures and policies set forth below shall become effective as on the date of your employment and your signature at the end of this amendment indicates your acceptance of the terms herein. Except as set forth in this letter, the remainder of the Offer Letter will remain in full force and effect.

We welcome you to our organization and trust that you enjoy working here and contributing to the growth and prosperity of the Company.

Yours Sincerely,

for ZOHO TECHNOLOGIES PRIVATE LIMITED

*[Handwritten Signature]*  
Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the revised annexures (Annexure A and Annexure B) and the company policies (IT Services Policy and Social Media Policy).

Signature: *[Handwritten Signature]*

Date of Amendment acceptance : 14 Jul 2020

Name : Velkumar M

Place : Vasudevanallur



**ANNEXURE A**

*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

NAME : VELKUMAR M  
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
<b>Gross Salary</b>	<b>43792</b>	<b>525504</b>
Employer Provident Fund (12% of Basic+TA)*	2208	26496
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Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>652000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

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## ANNEXURE B

The Company currently provides the following benefits to an employee:

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Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

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Company provides food, snack and other refreshment for all its employees.

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Please note that the above mentioned insurance schemes are subject to change based on yearly renewal.





7  
7<sup>th</sup> August 2019

Divya K  
+91 9790096384  
[dv456.divya@gmail.com](mailto:dv456.divya@gmail.com)

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-525 015

Dear Divya,

We are pleased to confirm our offer for the position of **Software Engineer - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Mr. Cooper Group Inc., head quartered in Dallas, Texas. Mr. Cooper Group Inc. is an industry-leading mortgage services provider, including servicing, originations, and digital real estate solutions.

Your compensation in this position will be **INR 750,000/-** per annum excluding benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund) and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – Group Term Life (GTL), Group Personal Accident (GPA) and Group Mediclaim Coverage (GMC), Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasized that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

1. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) months' notice or payment in lieu of notice.
2. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) month notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) month prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
3. You are required to be compliant with the policies of NSM Services Pvt. Ltd. at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until 9<sup>th</sup> August 2019. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be 1<sup>st</sup> July 2020, subject to successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case maybe, should the results of your background verification be negative. Your appointment shall be confirmed subject to your final semester results. Your appointment shall stand automatically terminated if you fail to attain minimum pass marks as mandated by your Board of education/University.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

---

**NSM Services Private Limited**

Block 7, 11<sup>th</sup> Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai – 600089, India  
CIN: U72200TN2015PTC101740  
[www.mrcooper.com](http://www.mrcooper.com)



At the time of reporting for duty, please furnish the documents

- Proof of Age ( Birth certificate / School leaving certificate)
- Academic certificates. 10th,+2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start in this position on or before **1<sup>st</sup> July 2020**. I look forward to your decision soon. Please note that in the event that we do not receive your acceptance of this offer on or before **9<sup>th</sup> August 2019**, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

Sincerely,

For NSM Services Pvt. Ltd.



**Arati Mohanram**  
Assistant Vice President – Head of Human Resources

I, Divya K accept the above offer and would be joining on or before **1<sup>st</sup> July 2020**.

Divya K

ANNEXURE – SALARY BREAK UP

Name : Divya K  
Designation : Software Engineer - Trainee

*Gas*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Particulars	Compensation Per Month (In ₹)	Compensation Per Annum (In ₹)
Basic	34,375	412,500
HRA	17,188	206,256
Special Allowance	2,971	35,652
Flexible Benefit Plan (FBP)*	6,166	73,992
<b>Gross Salary (₹)</b>	<b>60,700</b>	<b>728,400</b>
PF Company's Contribution (₹)**	1,800	21,600
<b>Total Compensation (₹)</b>	<b>62,500</b>	<b>750,000</b>
Additional Benefits***		Benefits Value
Medical Insurance		500,000
Group Term Life Insurance		4 times of Annual Total Compensation
Group Personal Accident Insurance		4 times of Annual Total Compensation
Gratuity		As per Payment of Gratuity Act, 1972 read along with Company policy

\*FBP: Flexible Benefit Plan (FBP) is optional. You can choose from a basket of allowances such as Driver Salary, Petrol, Fuel & Vehicle Repair & Maintenance, Telephone, Broadband, Books and Periodicals, Food Coupons, LTA (all these components have individual limits), as part of your tax planning. Please note this choice may change your FBP eligibility limits. The FBP form is available with HR and will be provided on the day of joining. If FBP is opted, this form has to be filled and submitted to HR within 5 days from the start date. All the components of FBP will be reimbursed on submission of bills. If FBP is not opted, amount will be added to Special Allowance component and taxed.

\*\* Provident Fund: The current PF contribution is Rs.1800/- per month. If you wish to increase this contribution to 12% of your basic pay, you may do so and inform to HR of the same. Please note this choice may change your FBP eligibility limits.

**NSM Services Private Limited**

Block 7, 11<sup>th</sup> Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai - 600089, India

CIN: U72200TN2015PTC101740

[www.mrcooper.com](http://www.mrcooper.com)



**\*\*\*Other Benefits:**

Medical Insurance: Insurance coverage for employee, dependent parents, spouse and up to 2 children on a floater basis.

Group Term Life Insurance: Coverage of **4 times of Annual Total Compensation** in case of natural death.

Group Personal Accident Insurance: Coverage of **4 times of Annual Total Compensation** in case of death due to accident. Also covers permanent total and partial disability and temporary disability of the employee.

For NSM Services Pvt. Ltd.



Arati Mohanram  
Assistant Vice President – Head of Human Resources



*[Handwritten Signature]*

**APPOINTMENT LETTER**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

09 Jun, 2020

Dear Abirami M,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

Signature Not Verified

Digitally signed by SUNIL KALACHAR  
Date: 2020.06.09 12:36:05 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and

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Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name: \_\_\_\_\_

Date:  / /

Signature:.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c) Unauthorized disclosure or communication of UPSI.
- d) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com)

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**ANNEXURE 9**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**  / /

**Signature**.....

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**ANNEXURE 10**  
**SALARY OFFER SHEET**

*G.K.*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
625 015

Name : Abirami M  
Position : Project Engineer

Career Group: Group B1

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
<b>Total Fixed Cash</b>	<b>39,767</b>
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
<b>Total Fixed Compensation</b>	<b>42,942</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	2,292
<b>Target Cost to Company per month</b>	<b>45,834</b>
<b>Total Cost to Company per annum</b>	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c Medical assistance of **Rs.15,000** per annum for employees who are not covered under the ESI scheme.
- d Medical Insurance Coverage up to Rs 2lac per annum.

Date:  / /

Signature:.....

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**ANNEXURE – 12**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**  / /

**Signature:**.....

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**ANNEXURE –**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.  
Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro->My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.  
  
If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.
3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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APPOINTMENT LETTER

*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

09 Jun, 2020

Dear Durga Nandhini K,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- The retirement age is 58 years.
- You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

Signature Not Verified

Digitally signed by SUMIL KALACHAR  
Date: 2020.06.09 15:35:05 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and

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Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of atleast 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name: \_\_\_\_\_

Date:    /    /   

Signature:.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- Unauthorized disclosure or communication of UPSI.
- Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

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**ANNEXURE 9**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.\*

Name:

Date:  / /

Signature.....

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*G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE 10**  
**SALARY OFFER SHEET**

Name : Durga Nandhini K

Position : Project Engineer

Career Group: Group B1

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	
HRA	18,340
Bonus	9,170
Wipro Benefits Plan (WBP)	3,500
<b>Total Fixed Cash</b>	<b>8,757</b>
PF (Employer Contribution)	39,767
Gratuity (5.31% of Basic)	2,201
<b>Total Fixed Compensation</b>	<b>974</b>
<b>Other Compensation Benefits</b>	<b>42,942</b>
Health benefit (Medical)	
Variable Pay	600
Target Variable Pay	
Target Cost to Company per month	2,292
<b>Total Cost to Company per annum</b>	<b>45,834</b>
	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c Medical assistance of **Rs.15,000** per annum for employees who are not covered under the ESI scheme.
- d Medical Insurance Coverage up to Rs 2lac per annum.

Date:  / /

Signature:.....

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**ANNEXURE – 12**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**  / /

**Signature:**.....

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**ANNEXURE –**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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**Travel, Accommodation, Food & Other Miscellaneous Expenses**

**Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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APPOINTMENT LETTER

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

09 Jun, 2020

Dear Karpaga Jothi V,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified

Digitally signed by SUMIL KALACHAR  
Date: 2020.06.09 15:09:05 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and

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Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date:   /  /  

Signature:.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. **Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. **Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. **Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. **Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

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**ANNEXURE 9**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.\*

Name:

Date:  / /

Signature.....

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*[Signature]*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE 10**  
**SALARY OFFER SHEET**

Name : Karpaga Jothi V  
Position : Project Engineer

Career Group: Group B1

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
<b>Total Fixed Cash</b>	<b>39,767</b>
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
<b>Total Fixed Compensation</b>	<b>42,942</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	2,292
<b>Target Cost to Company per month</b>	<b>45,834</b>
<b>Total Cost to Company per annum</b>	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c Medical assistance of **Rs.15,000** per annum for employees who are not covered under the ESI scheme.
- d Medical Insurance Coverage up to Rs 2lac per annum.

Date:  / /

Signature:.....

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**ANNEXURE – 12**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**  / /

**Signature:**.....

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**ANNEXURE -**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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**5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.  
Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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*G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**APPOINTMENT LETTER**

09 Jun, 2020

Dear Sharmila Pooja M,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

**Signature Not Verified**

Digitally signed by SUNIL KALACHAR  
Date: 2020.06.09 17:58:05 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and

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Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date:  / /

Signature:.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- Unauthorized disclosure or communication of UPSI.
- Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

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**ANNEXURE 9**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I....., confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.'

**Name:**

**Date:**  / /

**Signature**.....

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



**ANNEXURE 10**  
**SALARY OFFER SHEET**

Name : Sharmila Pooja M

Career Group: Group B1

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
<b>Total Fixed Cash</b>	<b>39,767</b>
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
<b>Total Fixed Compensation</b>	<b>42,942</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	2,292
<b>Target Cost to Company per month</b>	<b>45,834</b>
<b>Total Cost to Company per annum</b>	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c Medical assistance of **Rs.15,000** per annum for employees who are not covered under the ESI scheme.
- d Medical Insurance Coverage up to Rs 2lac per annum.

Date:  / /

Signature:.....

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**ANNEXURE – 12**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**  / /

**Signature:**.....

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## ANNEXURE -

### Variable Pay - A BRIEF OVERVIEW

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.  
Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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## Travel, Accommodation, Food & Other Miscellaneous Expenses

### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**APPOINTMENT LETTER**

09 Jun, 2020

Dear Vince Leona V A,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

Signature Not Verified

Digitally signed by SUDHAKAR KALACHAR  
Date: 2020.06.09 15:38:05 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and

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Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of atleast 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. **Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. **Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. **Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. **Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE 9**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**  / /

**Signature**.....

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*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE 10**  
**SALARY OFFER SHEET**

Name : Vince Leona V A

Career Group: Group B1

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
<b>Total Fixed Cash</b>	<b>39,767</b>
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
<b>Total Fixed Compensation</b>	<b>42,942</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	2,292
<b>Target Cost to Company per month</b>	<b>45,834</b>
<b>Total Cost to Company per annum</b>	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c Medical assistance of **Rs.15,000** per annum for employees who are not covered under the ESI scheme.
- d Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

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**ANNEXURE – 12**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**  / /

**Signature:**.....

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**ANNEXURE –**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 075 W : wipro.com  
India C : L32102KA1945PLC020800

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## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs. 100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

#### Registered Office:

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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.  
Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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India                C : L32102KA1946PLC020800

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### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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India C : L32102KA19A5PLC020600

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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India C : L32102KA1B45PLC020800

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Qualcomm India Private Limited  
Corporate Identity Number(CIN): U64202DL1906FTC076991  
Registered Office:  
Unit No. 201, 2nd Floor, Tolstoy House,  
15, Tolstoy Marg, New Delhi - 110001.  
Tel: +91-11-43083550, Fax: -91-11-43083550

*car*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

October 21, 2021

Nandha Kumar A  
Chennai, India

Dear Nandha Kumar,

As the world's leading wireless technology innovator, we believe our employees have limitless passion, skills, and talents that have the power to change the world. Behind every innovation, you'll find our people - big thinkers like you - who focus on solving the toughest challenges and creating world-changing innovations that lead to breakthrough technologies. By joining the Qualcomm family, you too can play a part in changing the world.

Qualcomm India Private Limited ("Qualcomm") is pleased to extend an offer of employment to you as a(n) Engineer, reporting to Bharath Gauthi, Engineer, Senior Staff/Manager, with a start date to be determined.

Our offer to you includes a gross monthly salary of INR 117,000.00 and restricted stock units (RSUs) as per the terms and conditions in the attached PSU letter. Included in the gross monthly salary, Qualcomm will provide you allowances and reimbursements as indicated in the annexure to this offer letter. All salary, allowances and reimbursements will be paid less required withholdings and in accordance with the applicable policies and procedures of Qualcomm, as may be amended or modified by Qualcomm from time to time.

#### Sign-On Bonus

You will receive a sign-on bonus of INR 350,000.00 (less required withholdings), payable within the first two payroll periods of employment and is contingent on you being employed on the date of payment. If you terminate your employment prior to 24 Months you agree to repay the full amount of the sign-on bonus on or before your last working day with the company.

#### Annual Review Process

You will also be eligible to be considered for the corporate annual review process. During this review, each employee may be eligible for discretionary salary increases, performance bonus awards and Restricted Stock Unit grants subject to assessment on various relevant criteria. The annual review process is discretionary and is subject to change from time to time at the sole discretion of Qualcomm without any notice.

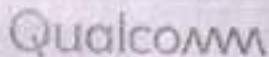
#### Benefits Program

We offer a comprehensive benefits package for you and your dependents. A summary of these benefits is available on the Benefits section of our website.

#### Place of Work

You will report into Qualcomm's Chennai office. Qualcomm may, after giving you reasonable notice, transfer or assign your services to any place of business of Qualcomm that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.





Qualcomm pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training program. The training is given to ensure that you are compliant with the best practices followed by Qualcomm on a worldwide basis.

Qualcomm reserves its rights to transfer or assign your services to any associate company, branch, office, subsidiary or other companies, contractors, organizations, or firms with whom Qualcomm may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

Qualcomm will provide you with a Relocation Package, which includes a miscellaneous expense allowance in the amount of INR 50,000.00 (less required withholdings) payable within the first or second payroll period of employment. The Relocation Package shall further include relocation expenses comprising of all amounts paid (to you or a third party) by Qualcomm related to your relocation, including but not limited to, shipping costs, airfare, temporary housing, rental car, food service fee and any miscellaneous expense allowance. If you do not report to your place of work to join employment by the date stipulated by Qualcomm or if your employment with Qualcomm ends before the completion of 24 months from joining for any reason, you agree to repay to Qualcomm the full amount of the total Relocation Package amount as or before your last working day with the company.

Some or all relocation benefits may be taxable. Please note that it is your responsibility to secure income tax advice from your tax consultant or attorney regarding relocation expenses. In the event that Qualcomm directly pays for or reimburses to the employee costs associated with matters like immigration etc., these costs are considered an employee benefit and will be included in the employee's taxable income.

#### Confidentiality

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of Qualcomm, its parent, subsidiary and affiliated entities which may be known to you or confidential to you by any means during the course of your employment with Qualcomm. You will be required to sign the Inventions Disclosure, Confidentiality and Proprietary Rights Agreement with Qualcomm at the time of joining Qualcomm.

#### Taxes

Taxes will be withheld in accordance with applicable tax laws and you may be required to provide receipts for allowances. You shall be responsible for filing of your personal returns and comply with other requirements under the tax laws of India and any other relevant jurisdiction.

#### Probationary Period

You will initially be on probation for a period of 180 days from the actual date of your joining with us and will be eligible to be considered for confirmation in the regular service of Qualcomm on completion of the 180 days, unless Qualcomm specifies in writing that your probation period has been extended for such further period as determined by Qualcomm in its sole discretion. The probation period may be curtailed or extended by the management of Qualcomm at its sole discretion without assigning any reasons. Qualcomm may elect to terminate your employment at its sole discretion during the probation period without assigning any reason by providing thirty (30) days prior written notice or payment of a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice in lieu thereof.

You may terminate your employment with Qualcomm during the probation period by providing thirty (30) days prior written notice. The provision of such notice by you is mandatory in all instances of termination of employment by you. If you fail to provide such notice prior to terminating your employment, you will be required to pay Qualcomm a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice based on your gross pay (basic plus allowances).

During the probationary period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period you will be eligible to be considered for confirmation in the regular service of Qualcomm on such terms and conditions as decided by Qualcomm.

#### Termination of Employment



After confirmation, your employment with Qualcomm may be terminated by either you or Qualcomm by providing sixty (60) days prior written notice. The provision of such notice by you is mandatory in all instances of termination of employment by you. If you fail to provide such notice prior to terminating your employment, you will be required to pay Qualcomm a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice based on your gross pay (basic plus allowances). Qualcomm however may at its sole discretion terminate your employment prior to the end of the notice period and pay in lieu of such notice gross salary.

Qualcomm reserves the right to terminate your employment (whether you are on probation or in confirmed employment) summarily without notice or payment of a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice in lieu of notice if it has reasonable grounds, including deficiency in performance, misconduct or negligence as per Qualcomm policy or guidelines, breach of this agreement or any applicable laws. You shall return to Qualcomm all company property in your possession upon the cessation of employment.

In case of any termination of employment, you agree to release Qualcomm and its parents, subsidiaries, affiliates, directors, employees and agents from all known or unknown, suspected or unsuspected, claims, if any, relating to or arising out of your employment, the cessation of your employment, or from any events, transactions or occurrences between yourself and Qualcomm, including any claims under any state or central employment laws, bye-laws, legislations, rules, notifications, statutes, precedents, practice or custom.

#### Other Acknowledgements and Contingencies

You understand and agree that this offer of employment has been extended to you based on the information/representations made by you in your resume, application and/or the personal information sheet (which includes information related to criminal records, age, education, experience, skill sets, conduct at the previous workplace, references, address verification etc.) and that this offer, and your employment with Qualcomm is contingent on such information being true, valid and accurate at all times after the date of this offer letter, and during your employment. You understand and agree that if any information provided in your resume, application and/or personal information sheet is or found to be untrue, misleading, inaccurate or inconsistent in any way, at any time after the date of this offer letter, or during your employment, including as a result of any investigation (which may commence prior to, continue or be completed post your joining date) to verify such information and any other inquiries as deemed necessary, this offer may be revoked or your employment may be terminated, without notice or payment in lieu thereof.

You also understand and agree that your employment is contingent upon signing the Inventions Disclosure, Confidentiality and Proprietary Rights Agreement and acknowledging that you have not and will not bring or use, in the performance of your duties for Qualcomm, any proprietary or confidential information of any of your former employers without that former employer's written authorization. You agree and acknowledge that your employment with Qualcomm will not require you to violate any contract, obligation or confidence to any other party. You shall be solely and fully responsible for any costs or consequences that may arise in this connection.

You further acknowledge that Qualcomm will not be responsible for any outstanding salary, compensation, social security benefits, gratuity and other benefits which may be payable to you by your former employer.

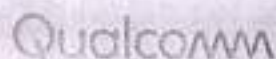
Finally, you acknowledge your employment at Qualcomm is contingent on you being able to legally work in India. If, as a condition of your lawful ability to work in India, you are required to submit a Financial Guarantee, and Qualcomm agrees to do so, on your behalf, you must sign a Co-fee Guarantee which will be provided by Qualcomm.

#### Employment Rules and Regulations

In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or issued by Qualcomm from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time, including but not limited to work timings. You agree and acknowledge that your employment with Qualcomm is contingent upon compliance with all of the foregoing at all times and any failure to do so shall constitute a breach of this agreement and terms of employment.

#### Governing law





This offer and the employment agreement resulting from its acceptance shall be governed by and construed in accordance with the laws of India and any matter that may arise out of or in connection here with shall be brought in courts of competent jurisdiction in India which shall have exclusive jurisdiction.

#### Entirety

This offer, upon acceptance, constitutes the entire agreement between the parties in relation to the subject matter hereof (except as stated herein) and supersedes any prior communications, writings, manifestations or understandings of any kind, oral or written in connection herewith. No delay or omission on the part of Qualcomm in exercising any of its rights hereunder shall operate as a waiver of such right or of any other right.

#### Deadline to Accept Offer:

This offer of employment will remain valid until 11/04/2021. Acceptance of this offer is contingent upon receipt of the following documents by the said deadline failing which the offer shall stand withdrawn at Qualcomm's sole discretion:

- Signed copy of this letter
- Agreement regarding Restricted and Embargoed/Sanctioned Countries and Employee Export Written Assurance completed and signed
- Invention Disclosure, Confidentiality and Proprietary Rights Agreement
- Copy of your passport (if you do not have a passport, please complete the attached Declaration Form)
- Copy of your PAN card & Aadhar card

Qualcomm reserves the right to revoke the offer at its sole discretion at any time before the aforesaid deadline without any further obligation or liability.

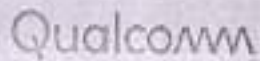
You should scan and email signed copies of these documents to Nisha Radhakrishnan at [nradhakr@qi.qualcomm.com](mailto:nradhakr@qi.qualcomm.com), and carry your original signed letter on your date of joining and hand over the same to the said recruiter. You will receive copies of these documents in return.

If you have any questions, please do not hesitate to contact Nisha Radhakrishnan at +91 (44) 66762300.

Congratulations and welcome to Qualcomm!

Sincerely,





Mital Malla

Director, Talent Acquisition

QUALCOMM India Private Limited

Corporate Identity Number(CIN): U64202DL1996PTC076991

This document is electronically signed and does not require a physical signature for further authentication.

TERMS OF OFFER ACCEPTED

SIGNATURE: A.K.

PRINT NAME: Nandha Kumar A

DATE: 22/11/2021

PROPOSED START DATE: 22/11/2021

Annexure to the Appointment letter

India Annexure	Per Annum Rs.	Per Month Rs.
Nandha Kumar A		
Engineer		
Chennai		
Gross Pay	INR 1,404,000	INR 117,000
Gross Pay Components		
Basic Pay	INR 561,600	INR 46,800
House Rent Allowance	INR 280,800	INR 23,400
Flexible Benefit Plan	INR 561,600	INR 46,800
Leave Travel Allowance	INR 56,160	INR 4,680
Special Allowance	INR 505,440	INR 42,120
Gross Pay Sub-Totals	INR 1,404,000	INR 117,000
Retrials		
Employer Contribution to Provident Fund	INR 67,392	INR 5,616
Gratuity	INR 27,013	INR 2,251

India Annexure	Per Annum Rs.	Per Month Rs.
Retirals Sub-Totals	INR 94,405	INR 7,867
Cost to Company (Gross Pay + Retirals)	INR 1,498,405	INR 124,867
<b>Company Paid Standard Benefits</b>		
Medical Allowance	INR 36,600	
Personal Accident Insurance	INR 1,600	
Group Term Life Insurance	INR 3,600	
<b>Total CTC (Gross Pay + Retirals + Co.Pd. Std. Benefits)</b>	INR 1,540,205	
Sign On Bonus	INR 350,000	
New Hire Restricted Stock Unit Value	USD 16,000	

Note: After making elections, all unallocated funds from the Flexible Benefits Plan will be paid out monthly as taxable income under the heading "Special Allowance". Based on employee utilization of funds under elections made, any residual monies will accumulate and will be paid out as taxable income under the heading of "Special Allowance" at the end of the tax year.

\* Gratuity payable as per Gratuity Policy of Qualcomm





14  
Ref: TCSL/CT20192656789/1312478/Chennai  
Date: 08 July 2020

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

MS. AKSHAYA LAKSHMI S N  
3/363 Wireless Street,  
Indian Bank Colony, Madurai,  
Tamil Nadu-625014,  
Tel# 24389488492438

**Sub: Joining Letter**

Dear Ms. Akshaya Lakshmi S N,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **23rd July 2020** and your training location is **Kochi**. We are pleased to inform you that your work location is **KOCHI** and your stream is **IT**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services  
TCS Centre ,SEZ Unit,,  
Infopark PO,,  
Kochi, Kerala-682042.  
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez  
Phone: 919538185000  
Email Id: paul.f@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000**. Your incentive will be given along with your salary, provided you:

- *Join the organization on the specified date.*
- *Serve Minimum tenure (12 months from the date of joining) with the organization.*

### Note :

- *If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.





Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

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Ref: TCSL/CT20172195107/1048057/Chennai  
Date: 18-08-2020

*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

MR. Ashiq  
18c, Michal Mooppanar Street, Kamarajar Road,  
Alankhar Theater, Madurai,  
Tamilnadu-625009.  
Tel# 918098313840

**Sub: Joining Letter**

Dear Mr. Asiq,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **06th September 2018** at **Ahmedabad**. You are requested to report at the address detailed below on **06th September 2018** at **08:45 AM**.

Tata Consultancy Services  
IT/ITES SEZ.,  
PLOT # 41, Gandhinagar, Gujarat,  
Ahemdabad, Gujrat-382009.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Vineet Yogeshbhai Kakkad  
Phone: 07961707188  
Email Id: vineet.kakkad@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

**Initial Learning Program (ILP)**

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

ILP Phase I

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase





## ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes. ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.

Accommodation would be arranged by TCSL at the ILP Centres and the rent towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail one week before your ILP start date. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 18-10-2017 will stand automatically terminated at the discretion of TCSL.



We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



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Ref: TCSL/CT20172195107/1048057/Chennai

Date: 18-08-2020

MR. Hariharan Ramachandran  
18, Kamarajar street,  
Alankhar Theater, Madurai,  
Tamilnadu-625009.  
Tel# 918098313840

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Sub: Joining Letter**

Dear Mr. Hari,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **06th September 2018** at **Ahmedabad**. You are requested to report at the address detailed below on **06th September 2018** at **08:45 AM**.

Tata Consultancy Services  
IT/ITES SEZ.,  
PLOT # 41, Gandhinagar, Gujarat,  
Ahmedabad, Gujrat-382009.  
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Vineet Yogeshbhai Kakkad  
Phone: 07961707188  
Email Id: vineet.kakkad@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

**Initial Learning Program (ILP)**

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

ILP Phase I

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase



## ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes. ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.

Accommodation would be arranged by TCSL at the ILP Centres and the rent towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail one week before your ILP start date. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 18-10-2017 will stand automatically terminated at the discretion of TCSL.





We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

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Ericsson Confidential

Date  
2020-07-14  
Your Date

Reference  
EGI/H-20:1837  
Your Reference  
Application/CV

Attending to this matter

sdsNO/EGI/H Abhishek Kumar/RB

For your information

Ms. Sigappi Rama

  
Dr. G.K. Raajesh  
Placement Officer  
Thingalur College of Engineering  
Medurai-625 015

### OFFER OF APPOINTMENT

Dear Kannammai,

It was our pleasure to note your interest and having opportunity to professionally interact with you. Congratulations! Based on our discussions, we are pleased to inform you of your appointment in our organization on the following terms and conditions:

1. Designation : Graduate Engineer Trainee
2. Job Stage : 4
3. Date of Joining : On 2020-08-20 at Bangalore by 9:00 am
4. Location of work : Bangalore
5. Compensation : As detailed below

### TABLE 'A'

SALARY COMPONENTS		
Components	Monthly INR	Annual INR
Basic	21,563	258,756
HRA	12,938	155,256
Composite Allowance	7,994	95,928
Leave Travel Allowance	1,797	21,564
<b>Total Fixed Salary</b>	<b>44,292</b>	<b>531,504</b>

\* Your Total Salary Compensation will be Rupees Five Lakh Thirty One Thousand Five Hundred Four Only.

### TABLE 'B'

RETIRAL BENEFITS (EMPLOYER SHARE)		
Components	Monthly INR	Annual INR
Provident Fund	2,588	31,056
Gratuity	1,037	12,444
<b>Total Retiral</b>	<b>3,625</b>	<b>43,500</b>

\* Retiral Benefits shall be paid as per eligibility & applicability of law

Ericsson India Global Services Private Limited  
Knowledge Boulevard,  
A-8A, Sector 62A, NOIDA  
INDIA - 201 309  
www.ericsson.co.in / www.ericsson.com

CIN : U72200DL2010PTC204192  
Tel: + 91 120 3029200  
Tel: + 91 120 4259000  
Fax: + 91 120 3029135

Registered Office  
4<sup>th</sup> Floor, Dakha House  
18/17, W.E.A., Pusa Lane,  
Karl Bagh,  
New Delhi 110 005 INDIA



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All entitlements given above are applicable after you have joined Ericsson. The entitlements are subject to Company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax provisions and other laws.

This Offer of Appointment is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the time period.

In case you fail to communicate your acceptance in writing within 15 days of the date of this email, the Offer shall stand revoked.

Please be advised that your appointment shall be effective from the date of your joining our organisation and subject to you conclusively completing all the formalities including a clear medical report from the Company approved medical hospital / medical officer / laboratory and the joining report issued by the Company.

This offer is contingent upon a successful background verification of education, employment, Identity, global data base, and criminal check to be carried out by the company. This conditional offer can be rescinded by the company at its sole discretion based upon the data received after the verification is concluded. You agree that the Company reserves the right to do a background check anytime even during the course of your employment.

By signing this Offer of Appointment you are accepting all the Terms and Conditions set forth herein and as attached to this Offer of Appointment in various Annexures (Annexed herewith as Annexures 1A-1E).

We welcome you and look forward to your being a part of "Ericsson Family"

Yours sincerely,  
For ERICSSON INDIA GLOBAL SERVICES PRIVATE LIMITED

Rajat Bajaj  
Talent Acquisition

Accepted & Copy Received with all the Annexures  
(Received with Annexure)  
Date

*(This "Offer of Appointment" should be read in conjunction with Annexure 1A to 1E containing detailed terms and condition of employment.)*

**ANNEXURE – 1A****Terms and Conditions of Employment****1. REPORTING / JOINING**

Your Appointment shall be effective from your Date of Joining. Please note that this Offer of Appointment is provisional and is dependent on your being found medically fit in the Pre-employment medical check-up from a hospital/ Clinical Laboratory designated by the Company and fulfilling all the joining formalities.

Pre-Employment Medical Check-up: You are required to undergo a medical check-up as per arrangements made by the Company. The details are outlined in Annexure-1D. All expenses for this check-up will be borne by you. However, these expenses, not exceeding INR 1500/- may be claimed from the Company after your joining, on production of receipts/bills as the case may be.

In the event of you being found medically unfit to join the Company, this offer of appointment shall be automatically cancelled and the Company shall not be responsible for any consequences / loss / damages caused to you due to it.

**2. PROBATION**

You will be on probation for a period of 6 (Six) months from the Date of Joining. However, your probation period can be extended further at the sole discretion of the Company; if your performance / conduct are found to be unsatisfactory. You will continue to be on probation until confirmed in writing.

**3. FULL TIME EMPLOYMENT**

You shall, during your employment with the Company, devote your full time and attention to the Company's business entrusted to you and shall not engage yourself directly or indirectly, either honorary or otherwise, in any business or service, other than Company's business and service, unless prior written permission is obtained by you from the Company.

**4. PLACE OF WORK**

Your initial place of posting will be as mentioned in the Offer of Appointment. However, your services are transferable to any place within the country or abroad or to any of the Ericsson's associate/ sister concern or its subsidiary, whether are or as may be established or acquired later on, at the sole discretion of the Company. In case you are transferred to any other location, you will be governed by the terms and conditions of service applicable to the new place of posting / assignment including compensation, leave and holidays, working hours and other related policies.

**NOTE**

Salary Revision will depend at the sole discretion of the Company based on Company performance and your individual performance including factors like your efficiency, intelligence and regular attendance, sense of discipline, loyalty to Company and good behaviour.

**5. RETIRAL BENEFITS / INSURANCE**

In addition to Provident Fund and Gratuity payable as per statutory provisions, you will also be entitled to Medical Insurance & Group Personal Accident Insurance for Self as per the Company's policy as applicable and updated from time to time. (Please refer Annexure -1B)



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## 6. TRAINING

The Company may send you to any other city or abroad or organize specific skill enhancement training relevant to your employment domestically

## 7. DATA CONSENT

By accepting this offer of appointment, you unconditionally consent to Company collecting, receiving, possessing, storing, dealing with, handling processing, transferring, displaying or communicating, whether by electronic means or manually, whether in India or outside India, any and all personal or other data (including without limitation copies of documents, medical records, bank account information, bio-metric information) that may be submitted by you in the course of your employment or may be generated in the course of your employment.

While the Company will take all reasonable care and precaution to ensure that no personal data pertaining to you is shared with third parties, except as may be required by law or in the routine course of the Company's business (e.g. with third party pay-roll management entities), the Company shall not in any manner be liable for the loss or theft of such data even if such loss or theft occurs on account of the negligence or with the connivance of any employee or agent of the Company.

You also agree that you shall not store any personal data on any Company property (including without limitation computer systems, telephones, e-mails, files or other storage). You specifically agree that any data stored on any Company property shall be deemed to belong to the Company and the Company may deal with or use the same in any manner it deems fit, including deleting any data

## 8. DATA PRIVACY

The Company requires that you shall observe Data Privacy as per Company's regulations/ policy, regarding the processing and protection of any personal information and/or data to which you may have access to in the course of your duties, and shall report any infringement relating to the manner in which personal information or other data is processed to the Company immediately. In the event of any breach of the said undertaking, the Company shall be entitled to take such action against you as per the Company Rules and/or applicable law.

## 9. NON DISCLOSURE

Unless authorized in writing by the Company, you shall not divulge, communicate or pass on any information in any form, related to any aspect of the Company to anyone outside the Company.

You acknowledge that the Company owns trade secrets and confidential and proprietary information that are very important to the success of the Company's business. In addition, the Company has confidential information and assets belonging to other persons (whether individuals, firms, corporations or other entities) that the Company is obligated to keep confidential.

The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Company.

You agree that all Confidential Information is the exclusive property of the Company and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment and after your employment ends, whatever the reason of such termination, you will not use, reproduce, or disclose any of the Confidential Information, except in the normal course of your job for the Company, or unless an Authorized officer or the Company gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your possession on cessation of your employment with the Company.



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## 10. PROFESSIONAL ETHICS

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. Please deal with the Company's money, material and documents with utmost honesty and professional ethics.

You will be required to read, understand and acknowledge Ericsson's Code of Business Ethics (CoBE) and Non-Disclosure Agreement at the time of joining the Company.

You shall also maintain utmost dignity in your behaviour and conduct while dealing with the employees, vendors and visitors of the Company including persons directly or indirectly associated with the Company in any manner.

## 11. INTELLECTUAL PROPERTY RIGHTS AND COPYRIGHT

The Company foresees that you may create or develop intellectual property in the course of your employment and agree that in this respect you have a special responsibility to further the interests of the Company.

You agree that you shall disclose forthwith in detail any intellectual property created by you (whether or not created or developed on the Company premises or in normal working hours) in the course of your employment or in any way affecting or relating to the business of the Company or capable of being used or adapted for use in it or in connection with it and such intellectual property shall belong to and be the absolute property of the Company. You agree to record any intellectual property invented, created or developed or acquired in the course of your employment (whether alone or jointly with any other person) in writing in accordance with good industry practice in sufficient detail to enable a person of reasonable skill in the relevant field to understand and work that intellectual property. For the avoidance of any doubt, "intellectual property" includes patents, designs, trademarks, service marks, trade names, logos, get up, domain names, copyright (including rights in computer software, architectural drawings and plans), design rights, database rights, rights in performances, moral rights, confidential information, know-how and any other similar rights anywhere in the world, whether registered or not and including any applications for registration.

You will undertake to execute all such applications or documents as may be required by the Company for legally effecting and recording the assignment made herein, whether during or subsequent to your employment with the Company.

For the removal of doubts, you confirm that you have no intellectual property other than that disclosed by you at the time of acceptance of this offer of Appointment.

The obligations contained above shall survive the termination/expiry of your employment with the Company.

You further hereby undertake that all works such as inventions, development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company and/or during the course of employment with the Company, with your involvement shall be the property of the Company. The copyright and ownership for such works shall be with the Company and you will not have any claims on the same of any nature whatsoever. You will not do anything in conflict with the Company's right in intellectual property and will co-operate fully to protect Intellectual Property against misappropriation or infringement by any third party.

## 12. NON-SOLICITATION OF EMPLOYEES OF THE COMPANY

You agree that during your employment and after your employment with the Company ends for whatever the reason may be, you will not, directly or indirectly, aid, solicit or induce any employee, officer or director of the Company to leave the Company for employment or other relationship with any other entity that is involved in any aspect of the business of the Company.

## 13. COMPANY POLICIES



Date  
2020-07-14

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You agree that as part of your job responsibility, you will follow the guidelines, standards, rules, policies, procedures, directives and practices of the Company prevailing from time to time. You agree that the Company may change any of its guidelines, standards, rules, policies, procedures, directives and practices from time to time, and that such change will apply to your job responsibility and be binding on you. Such changes may affect or result in a modification of the terms and conditions governing your employment which is set out in this letter or elsewhere, and you shall be bound by such changes as permitted by the law.

For the avoidance of any doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Offer Letter shall be read subject to such legal obligations.

You warrant that you are under no contractual duty or obligation arising from any other contracts which you may have entered into which restrain you, for whatever reasons, from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or are in conflict with your duties and obligations under this Offer Letter.

Kindly note, any action of yours in contravention to this shall render you liable for termination with immediate effect.

#### **14. ABANDONMENT**

Unauthorized/ Unsanctioned absence from work shall invite action as per the Company disciplinary policy.

#### **15. RETIREMENT**

You will retire in the normal course, from the services of the Company on attaining the age of superannuation that is, on the day following your 60th birthday. However the Company will relieve you on the last day of that calendar month. The age of retirement is subject to your health condition and you being medically fit to perform duties assigned to you during your course of employment with us.

#### **16. RECOVERY OF EXPENSES INCURRED ON YOUR RELOCATION**

All the expenses incurred on your relocation at the time of joining, as covered under the Company policy will be recovered in full in case you leave the Company or your services are terminated before completion of one year of service from your date of joining. You hereby further authorize the Company to recover the said amount by deducting and/or adjusting the same from the amount payable to you by the Company on cessation of your employment and in case of shortfall, if any, the same will be recovered from you.

#### **17. TERMINATION**

This Offer of Appointment can be terminated by either side, by giving one month's notice during the probation period or three months' notice after confirmation or basic salary in lieu of the notice period. Prior to leaving the Company, you will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Notwithstanding the above, the Company shall be entitled to terminate your employment immediately and without notice (or any payment in lieu of notice) in any of the following events:

- a) If you commit any serious or persistent breach of any of your obligations under the terms of your employment;
- b) If you commit any act of indiscipline or a serious misconduct or do any act, deed or thing which reflects negatively on the reputation of the Company (or its parent or affiliate);



- c) If you commit any breach of the Company's policies or were found non-compliant with any of the guidelines, instructions, standards, rules, codes and practices of the Company prevailing from time to time;
- d) If you commit any criminal or other offence or are guilty of any conduct which, in the opinion of the management adversely affects the reputation or interests of the Company;
- e) If you fail to comply with health and safety regulations of the Company;
- f) If you falsify your identity; or provide any falsified or forged certificates or other documents; or misrepresent your academic and/or professional qualifications, experience etc.;
- g) Misuse of Company asset including corporate credit card.

## **MODE & ADDRESS FOR COMMUNICATION**

Any notice, memo or other communication required or permitted hereunder this Offer of Appointment, either by you or the Company shall be effective & shall be deemed to be received. Any communication sought to be delivered will amount to insubordination if there is any refusal to receive:

- a) Upon delivery when delivered by hand
- b) Upon delivery, if sent by an express courier / speed post / e-mail on your last recorded address with the Company backed up by a reliable/ tracking delivery system, if in place, to the address mentioned hereunder.
- c) Upon communication by SMS sent on the mobile contact number provided by you or the Company.

## **NOTE**

It shall be your duty to intimate in writing to the Company whenever there is any change of your address. In the event of non-communication in any change of address, any communication sent to you at your address last recorded with the Company shall be deemed to be sufficient service. Also you will not refuse to accept any communication as offered to you for personal delivery.

## **18. ARBITRATION & CONCILIATION**

All disputes arising out of or in connection with the employment of this Offer of Appointment Letter shall be settled, if possible by amicable negotiation between you and the Company. If the matter is not resolved by amicable negotiations within 30 business days or such later date as may be unanimously agreed upon, then the dispute shall be submitted to Arbitration/ Conciliation before the sole Arbitrator or Conciliation Officer appointed by the Head HR of the Company or a person having a delegated authority in this regard. The Arbitration/ Conciliation shall be conducted in accordance with the provisions of The Arbitration and Conciliation Act 1996 as amended from time to time. The venue of Arbitration/ Conciliation shall be at Delhi. The proceedings shall be conducted and the award shall be rendered in English Language only. The cost of the proceedings including attorney's fees and expenses shall be borne equally. The arbitration shall be subject to exclusive jurisdiction of Delhi Courts.

## **19. ACKNOWLEDGMENTS OF COMPANY PROPERTY/ARTICLES**

You will be provided Company assets viz laptop, data card, mobile handset, tool kit, key or any other property/article to carry out your day to day operations and execute a separate acknowledgement receipt to this effect. You shall be lawful custodian of such Company accessories/properties handed over to you during the course of employment and upkeep the said Company property in proper useable condition. In case of any damage or theft you will immediately or within reasonable time report to concerned person in Company. Further at the time of separation by whatsoever reason, you shall deposit all Company property to concerned department or your reporting manager. In case of failure or non-deposit of Company property, Company will have right to recover the same from you or adjust from your payables, the amount



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equivalent to the cost of such property/article without prejudice to exercising other legal rights and remedies available with the Company for recovery of remainder of dues.

## 20. VERIFICATION

Your employment will be further subject to the correctness of the information provided by you and verification of your credentials, testimonials and other particulars provided by you at the time of your applying for the job. This verification shall be conducted prior to your joining the Company. However, in case at any stage, if it is found that any information provided by you is false or misleading or any material information has been suppressed, then notwithstanding the fact that you have joined the Company upon selection, you will lose lien on your employment and shall be liable to be discharged forthwith.

Please sign the duplicate copy of this letter, and annexures, as a token of acceptance.

We will be proud to have you as member of our team to enable us in maintaining the leadership status of Ericsson, globally.

## **ANNEXURE – 1B**

This is a summary of working hours, leave and holidays, Retiral benefits as may be applicable from time to time including some of the benefits & entitlements. These are subject to change as per applicable laws and/or at Company's discretion. In case of any clarification please contact Human Resources at your location.

### **WORKING HOURS**

Being an IT/ ITES Company we operate 24x7, The general shift starts at 0800 hours and ends at 1700 hours Monday through Friday with half an hour lunch break. Depending upon the business requirements and exigencies of work you may be deputed in any shifts including night shift also or to any other office / work / project site in which case your working hours / shift working as may be prevalent at such places shall apply on you. You may be required to sign a consent form at the time of joining the Company.

### **LEAVE AND HOLIDAYS**

As per the Company's policy you will be entitled to 12 days Casual Leave and 25 days of Privilege/ Earned Leaves. These will be pro-rated in case you join any time during the year. The Company also provides 12 festival / public holidays including national holidays, which are announced in advance every year. The holidays vary depending on the location of your job assignment.

### **PROVIDENT FUND**

The Company and employee contribute equally to the PF account of the employee. However, the Company's contribution will be matching as per provisions of the EPF (Miscellaneous Provisions) Act, 1952 and schemes made there under You will have the option for deduction as voluntary contribution subject to limitations as may be in force from time to time.

### **GRATUITY**

You will be eligible for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

### **INSURANCE: - (GPAI)**

The Company covers all employees under a 24-hour GPAI (Group Personal Accident Insurance) policy against any temporary/permanent disability or in the unfortunate event of death due to an accident of any nature at any place. The cost of this insurance is borne by the Company.

### **HOSPITALISATION INSURANCE**

Ericsson has also taken an Insurance Policy to cover an employee, his/ her spouse and children for expenses incurred on their hospitalization. The amount of coverage depends on the terms of insurance policy applicable for that year.

### **LIFE COVER**



Date  
2020-07-14Reference  
EGI/H-20:1837

The Company also covers employees under Life Insurance. This covers death due to causes other than accident.

## CREDIT CARDS

The Company provides need based Corporate Credit Card to an employee to meet business expenses while on travel, etc. This card is to be used only for official expenses.

## ANNEXURE – 1C

### DOCUMENTS REQUIRED ON THE DATE OF JOINING

	Original	Photocopy
Relieving letter from all previous Company's/ Resignation Acceptance letter.	√	√
Last Salary Slip/ Complete Compensation details [fixed + variable] (letter)	√	√
Matriculation ( 10 <sup>th</sup> ) Pass certificate	√	√
Senior Secondary ( 12 <sup>th</sup> ) Pass certificate	√	√
University Degree	√	√
Post-Graduation Degree (if any)	√	√
Other professional qualification and relevant certificate	√	√
Identity Proof – Passport or Driving License and PAN Card for Bank account opening	√	√
Passport size photographs in all (03 No's)	√	
Medical Clearance/ Certificate from Company approved medical officer / hospital.	√	

Please ensure that all the above mentioned documents are produced at the time of joining. Inability to produce any of these documents could result in delay in joining the services of the Company and in some cases unusual delay may jeopardize the smooth working of the Company which may result in withdrawal of offer of appointment.

## ANNEXURE – 1D

**PRE EMPLOYMENT HEALTH CHECK UP****PRE EMPLOYMENT HEALTH CHECK UP (For New joiners)**

INVESTIGATIONS	
1.	Complete Haemogram (Hb, TLC, DLC, ESR)
2.	Blood Group & Rh Typing
3.	Blood Sugar (Fasting)
4.	Blood Urea
5.	Serum Creatinine
6.	HbsAg
7.	Urine Routine & Microscopy
8.	X-ray Chest
9.	ECG
10.	Vision testing & colour vision
11.	Physical Examination - Height, Weight, Blood Pressure etc.

**Special Corporate Discounted Cost:-Rs.800/- per person.**

Pre-Employment Medical Check-up can be done at Apollo Clinics across India.  
Please refer the web link: [www.theapolloclinic.com](http://www.theapolloclinic.com)

You are requested to present the current page of the offer letter at the lab for investigations to be carried out as per the Ericsson agreement. Please make the payment and retain the original receipts for the reimbursement.

Kindly carry the original reports on the day of joining

**ANNEXURE – 1E**

*(This annexure is valid only when agreed to by Ericsson)*

**Notice Pay Re-imburement**

1. Notice period payout shall be reimbursed subject to an agreement by the Ericsson HR appointing authority in writing.
2. The notice period reimbursement shall be paid out to you after your joining the Company and on production of original Full & Final receipts from your previous Company clearly indicating the deducted / recovered amount.
3. In case the Company has paid the shortfall in Notice Period pertaining to your previous employment to you or your previous employer you will be liable for recovery of Notice Period paid in case you leave the Company or your services are terminated before completion of one year of service from the date of your joining.





Ref: TCSL/CT20172195107/1048057/Chennai  
Date: 18-08-2020

Ms. Naveena  
18, 5th cross street,  
Mullai nagar, Madurai,  
Tamilnadu-625009.  
Tel# 918098313840

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Sub: Joining Letter**

Dear Ms. Naveena,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **06th September 2018** at **Ahmedabad**. You are requested to report at the address detailed below on **06th September 2018 at 08:45 AM**.

Tata Consultancy Services  
IT/ITES SEZ.,  
PLOT # 41, Gandhinagar, Gujarat,  
Ahmedabad, Gujrat-382009.  
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Vineet Yogeshbhai Kakkad  
Phone: 07961707188  
Email Id: vineet.kakkad@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

**Initial Learning Program (ILP)**

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

ILP Phase I

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase

Private and Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Page | 1

Akruti Business Park, Gateway Park, Road No. 13, MIDC, Andheri, Mumbai-400 094, India  
Tel: 91 22 6779 6868 Fax: 91 22 6779 6855 Website: www.tcs.com  
Registered Office: Nirma Building, 9th Floor, Nariman Point, Mumbai - 400 021, India



## ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes. ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.

Accommodation would be arranged by TCSL at the ILP Centres and the rent towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail one week before your ILP start date. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 18-10-2017 will stand automatically terminated at the discretion of TCSL.





We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

**K Ganesan**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



**Offer: Computer Consultancy**  
**Ref: TCSL/CT2018201825/Chennai**  
**Date: 18/08/2020**

Ms. Niriksha,  
34, Amman Kovil Street,  
Madurai,  
Tamilnadu.  
Tel# 91-9894078120

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Niriksha,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/CT2018201825

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Maduraiapuram, Chennai 600 119 Email: [hr@tcs.com](mailto:hr@tcs.com)

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office: Nirmal Building, 9th Floor, Nazimuddin Park, Mysore-570 021

TCS Careers ServiceLine: 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 401 021

TCS Careers ServiceLine, 1800 200 3111 E-mail: careers@tcs.com





You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found





unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification,

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.





**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

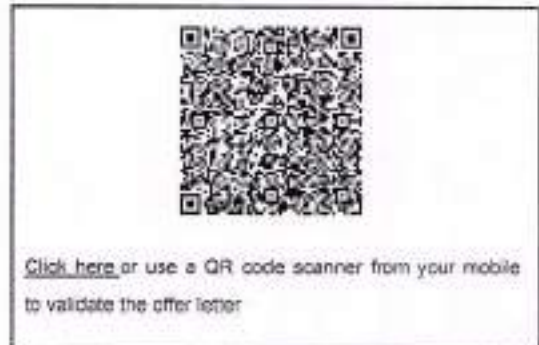
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms





*Bas*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Niriksha</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
<b>Total of Annual Components &amp; Retirals</b>	<b>1,715</b>	<b>28,475</b>
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            Infocity, Info Tower 1, 5<sup>th</sup> Floor,            Airport Road, Gandhinagar - 382 009            Tel: 079 - 66712600            Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield,            Bangalore - 560 066            Tel: 080 - 67247000            Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>            Tata Consultancy Services            415/21-24, Kumaran Nagar,            Sholinganallur, Old Mahabalipuram,            Chennai - 600 119, Tamil Nadu, India            Tel: 044 - 66162222/62194/62195            Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,            New Delhi - 110 001            Tel: 011 - 66506555            Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Deccan Park, No. 1 software Units Layout,            Madhapur, Hyderabad - 500 081            Tel: 040 - 66672000            Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>            TATA Consultancy Services            ODC 1-K-1, Gitanjali Park,            IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town,            Kolkata - 700 156, West Bengal.            Tel: 033 - 6653 0000            Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            1\1, Vibhuti Khand, Gomti Nagar,            Lucknow - 226 010            Tel: 0522 - 6661001            Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Yantra Park, Opp. Voltas HRD Trg. Center,            Subhash Nagar, Pokhran Road No. 2,            Thane( West), 400601            Tel: 022 - 67782000/2222            Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Niyati Tiara, Ground Floor,            S.No 103/A/1/129, CTS 1995, Nagar Road,            Yerwada, Pune - 411 006            Tel: 020 - 66087777            Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>            Tata Consultancy Services            Peepul Park, Technopark Campus            Karyavattom p.o.            Thiruvananthapuram - 695 581.            Tel - 0471- 2519400            Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.





## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall coordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.





## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

#### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

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*Ran*  
R.K. Ranjesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20209364783/Chennai**  
**Date: 18/08/2020**

Ms. Priyadharshini S  
11-3/9, East street,  
Thirumangalam, Madurai,  
Tamilnadu.  
Tel# 91-9487402887

Dear Priyadharshini S,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/CT20209364783**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kinnaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu, India

Tel: 91-44-6616 2222 Fax: 91-44-6616 2525 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers Serviceline: 1800 209 3111 E-mail: careers@tcs.com





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹10,200/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL.





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumbhar Nagar, Sholinganallur, Old Mahalingapuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Narayan Point, Mumbai 400 021

TCS Careers Serviceline: 1800 200 3111 (mail: careers@tcs.com)





You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2525 Website: www.tcs.com

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TCS Careers ServiceLine: 1 800 301 3111 | Email: careers@tcs.com





unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.





**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

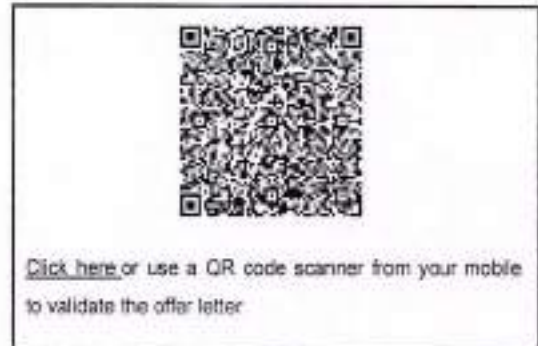
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms





*Dr. G.K. Raajesh*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015  
 Annexure 1

**GROSS SALARY SHEET**

<b>Name</b>	<b>Kabisha A J</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            Infocity, Info Tower 1, 5<sup>th</sup> Floor,            Airport Road, Gandhinagar - 382 009            Tel: 079 - 66712600            Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            VYDEHI RC-1 BLOCK, 62, EPIP, Whitefield,            Bangalore - 560 066            Tel: 080 - 67247000            Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>            Tata Consultancy Services            415/21-24, Kumaran Nagar,            Sholinganallur, Old Mahabalipuram,            Chennai - 600 119, Tamil Nadu, India            Tel: 044 - 66162222/62194/62195            Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,            New Delhi - 110 001            Tel: 011 - 66506555            Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Deccan Park, No. 1 software Units Layout,            Madhapur, Hyderabad - 500 081            Tel: 040 - 66672000            Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>            TATA Consultancy Services            ODC 1-K-1, Gitanjali Park,            IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town,            Kolkata - 700 156, West Bengal.            Tel: 033 - 6653 0000            Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            I\1, Vibhuti Khand, Gomti Nagar,            Lucknow - 226 010            Tel: 0522 - 6661001            Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Yantra Park, Opp. Voltas HRD Trg. Center,            Subhash Nagar, Pokhran Road No. 2,            Thane( West), 400601            Tel: 022 - 67782000/2222            Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Niyati Tiara, Ground Floor,            S.No 103/A/1/129, CTS 1995, Nagar Road,            Yerwade, Pune - 411 006            Tel: 020 - 66087777            Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>            Tata Consultancy Services            Peepul Park, Technopark Campus            Karyavattom p.o.            Thiruvananthapuram - 695 581,            Tel - 0471- 2519400            Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.





## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### 4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.





## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

#### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

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Ref: TCSL/CT20192648024/1309982/Chennai  
Date: 09 October 2020

Dr. G.K. Raajesh  
Placement Officer  
Thlagarajar College of Engineering  
Madurai-625 015

MR. RAM PRAVEEN GUJULUVA NAGARAJAN DHANALAKSHMI  
8-3/9 Gangai Nadhi Street,  
Mahatma Gandhi Nagar, Madurai,  
Tamil Nadu-625014.  
Tel# 918248691919

**Sub: Joining Letter**

Dear Mr. Ram Praveen Gujuluva Nagarajan Dhanalakshmi,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **02nd November 2020** , your joining location is **Bangalore** , work location is **Bangalore** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.





## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



52  
**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date:24-Jan-2020

RamKumar C

C8502620

5c, South street,pandiannagar,Thirunagar

7667337482

Dear Ramkumar,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Role - Application Development Associate**

**Career level - Career level - 12**

**Talent Segment - Software Engineering**



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter "program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Version 5.0 Dec 2019

1

Candidate's Signature

Reference Id: 7160affb-8fb2-47a4-b340-93988894c773\_1  
Signed By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.



After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

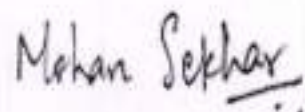
In case you have any feedback/suggestion or have any query, feel free to write an e-mail to

<http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	25,000
<b>(D) Additional Benefits</b>	
Gratuity as per law# + Insurance Premium (notional value)	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

#### (C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.



**Note: For International Worker Only\***

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.



## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

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July 2, 2020

**Sahaya Cynthiya Baskar**  
1/6 A, Vannampatti, Paraipatti,  
Dindigul - 624707.

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Sahaya,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Development Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Development Engineer 1** with Comcast India and you will be required to report to **Somesh Verma**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 574,775** (Rupees Five Lakhs Seventy Four Thousand Seven Hundred and Seventy Five only).

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai - 600 097, Tamil Nadu





# COMCAST

Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 6, 2020** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India;
- (b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorise Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.



This is to inform you that your background check (Including Final year University Examination Results) remains pending. However, it is unlikely we will be able to complete the background check before your employment start date. Please be aware that your continued employment will be contingent upon this important process. If Comcast becomes aware of information in the background check that renders you unsuitable for continued employment, please be aware that your employment may be terminated.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Vice President & General Manager**

#### **Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

HP PPS India Operations Private Limited

2nd Floor, 24 Salapura Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

**PRIVATE & CONFIDENTIAL**

August 5, 2020

Candidate Name: mohamed Sikkandar

Candidate Address: No.5, Maraignana Nagar , k.paraipatty, begambur(post)

Dindigul Tamil Nadu

India

**OFFER OF EMPLOYMENT ("Offer Letter")**

Dear mohamed Sikkandar,

Welcome to HP!

On behalf of HP PPS India Operations Private Limited ("HP" or "the Company"), we are very pleased to extend this offer of employment to you.

**Position**

You will be employed on a Full time basis 40 hours per week within the HPIP imaging and Printing business group as a SW Engr Firmware I reporting to Srinivas Chatla or to such other person HP may nominate.

**Conditions and Commencement of Employment**

If you accept this offer, your employment with the Company will commence on August 24, 2020.

As a condition of your employment, you agree to enter into a separate Agreement Regarding Confidential Information and Proprietary Developments ("ARCIPD"), a copy of which is provided to you along with this Offer Letter.

It is important for you to know that this offer of employment is conditional and subject to you successfully passing an employment screening process, which may include criminal or reputational, employment, education and national identification checks/ verifications and depending on your role may also include a medical assessment. If this condition is not satisfied, in HP's reasonable opinion, this offer of employment will be void or will become void, on notice by the Company.

**Location**

Your place of work is PSR01 - Bangalore, Pritech Park- SEZ (PSR01), unless notified otherwise, and such other places as we may require.

**Remuneration**



Your total gross annual remuneration is INR 700,000.00 and is made up of the components set forth in the attached Terms and Conditions of Employment ("Terms"), less all applicable tax withholdings and statutory and other deductions.

#### **Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. At the end of the probationary period, subject to your satisfactory performance, your service will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probationary period up to an additional three (3) months, as well as the right to terminate your employment during or after the probationary period due to performance. During the probationary period, your employment may be terminated by either party with one (1) month notice in writing or payment of one (1) month salary in lieu of notice.

#### **Vacation and Other Leave**

You will be entitled to vacation and other leave, as applicable, in accordance with the Company's vacation and other leave policies or as may otherwise be required by law.

#### **Important Note**

This offer of employment is subject to you being able to work legally in India, including where relevant, obtaining and maintaining the necessary work permit and other permits/visas/approvals, as required by the Company or the authorities. If at any time you are not legally allowed to work in India, the Company will be unable to continue with your employment and will immediately commence processing your termination.

To accept and agree to this Offer Letter, including the attached Terms and ARCIPD, please ensure your acceptance is received by 12 Aug, 2020, after which this Offer Letter will be null and void.

This Offer Letter, together with the attached Terms and ARCIPD, contains the entire agreement between the parties with respect to your employment with the Company, and supersedes any prior agreements, representations, understandings, or negotiations of the same.

We are thrilled to welcome you, to innovate and develop your career in a Company that creates technology with a purpose: to make life better for everyone, everywhere.

If you have any questions regarding this offer of employment, please contact your Talent Acquisition partner.

We have a great history. Together let's make a great future!

Regards,  
Binu Mathew  
Country Director Human Resources





for and on behalf of  
HP PPS India Operations Private Limited

I, mohamed Sikkandar , hereby acknowledge and accept the terms of this Offer Letter and its attachments.

Signature



Aug 8, 2020

Date



Son or Daughter of:

\_\_\_\_\_  
Father's Name

Employee's Date of Birth (DOB):



**Terms and Conditions of Employment ("Terms")**

**Introduction**

These Terms outline the general guidelines and conditions of your employment with the Company. Further information on detailed policies, rules and regulations can be found on the Company intranet (which is for viewing by Company employees). Periodically, the Company alters the Terms to reflect changing industry standards and/or the needs of our business. The Company will keep you informed of any changes to these Terms via the Company intranet. It is your responsibility to keep informed of any changes and to have an understanding of these Terms. Your continued employment will constitute your acceptance of any changes to these Terms. Please ensure that you check the Company intranet regularly.

**Hours of Work**

You will normally be required to work from 8:30AM – 5:30PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.



### **Remuneration**

Your total gross remuneration will be made up of an annual base salary of INR 280,000.00 ("Base Salary").

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

### **Flexible Benefit Plan (FBP)**

During your employment, you will be eligible to receive guaranteed benefits under the Flexible Benefit Plan ("FBP") of the Company, up to a maximum annual amount of INR 372,932.00, subject to the terms set out in Annexure I.

### **Provident Fund**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, as well as deduct an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

### **Gratuity**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and per HP's Gratuity Policy.

### **Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for you. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage in accordance with that Act. Your share of contribution along with the Company's share of contribution will be remitted in accordance with that Act.

### **Leave**

You are entitled to annual Leave and sickness-cum-casual leave per annum as per the Company's leave policy. You may utilize your leave as per the Company policy.

### **Retirement**

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.





### **Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### **Integrity at HP**

The Company has established a company-wide Best Work Environment Policy (BWE), incorporating Integrity at HP. Integrity at HP and associated policies outline the highest principles of business ethics, and clearly define how all Company employees should conduct themselves in the workplace and anywhere the Company does business. They also inform you of your legal and ethical obligations to the Company, its customers, competitors and suppliers and form part of your terms and conditions of employment.

Failure to comply with Integrity at HP and associated policies is misconduct, and may result in disciplinary action, up to and including termination of employment.

### **Transfer**

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another, and/or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary, associate, partner or affiliate companies anywhere in India or abroad depending on the exigencies of the business.

### **Notice of Separation/Termination**

Your services can be terminated by either party giving the other two (2) months' notice in writing ("Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by providing you salary in lieu of the Notice Period.

Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice Period shall be treated as a material breach of your employment contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to the sum of the notice period, which the Company has the right to deduct from the final payments due to you from the Company. The term "salary" for the above purposes is Basic Salary and 50% FBP only.

In case of your material breach of the Offer Letter and these Terms (together, "Agreement"), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon the termination of your employment for whatever reason, you will immediately return to the Company all books, documents, papers, materials, credit cards and other properties belonging to the Company which may then be in your possession or under your power or control.

You will not, at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

### **General Conditions**

Your working hours, weekly offs, periods of work, public holidays, leave rules and other terms and conditions of employment will be governed by the rules and regulations applicable to the business unit to which you will be attached.





Your employment will be governed by the Company's rules and regulations, whether in force now or as may come into force from time to time, even if they are not individually notified to you in writing. The Company has the sole and absolute right and discretion to change any of its rules and regulations at any time to meet exigencies of the business.

If you are absent from the designated office for a period of more than 13 working days without adequate authorization under Company policies, you shall be deemed to have abandoned your employment voluntarily.

**Declaration: Shift Transportation.** I hereby understand that the Company provides the necessary transportation arrangements, of cost, including a security escort as applicable, for travel to and from my residence and place of work, as stated in the Company's Transport Policy, which can be accessed via the Company intranet.

I acknowledge that the above transport facility is provided by the Company for my safety and security in line with the provisions of applicable laws. In the event I choose not to avail the above facility on any working day/days, I assume sole responsibility for my safety and security, and shall not hold the Company liable for any loss, injury or damage sustained to my person or property.

**Conflict of Interest (Relieving Letter).** I acknowledge that I am not in direct or indirect employment with any other company/ organization and I am not bound by any agreement/bond restricting me to undertake employment with HP Inc.; I am entitled to undertake a full-time employment with the Company, as per these terms and conditions. I shall furnish relevant documentation (Relieving Letter) to the Company which can be treated as a proof of my official exit from my previous company/organization, if employed earlier, and shall confirm herewith that my joining HP Inc. will be post my official exit from the previous company/ organization.

**Education Undertaking.** I hereby undertake that in case I am unable to furnish a copy of the education certificate and mark sheet to the Company within a reasonable time period, the Company has the right to take an action upon me including termination.

**Undertaking - Compliance with Privacy Obligations and Sharing of Information.** I acknowledge and fully understand that HP Inc. is committed towards safeguarding the privacy and personal information of its employees, customers and any other individual that it may be engaged with and that HP Inc. has in place suitable policies to ensure compliance. I hereby, unconditionally confirm to comply with and abide by the requirements of these policies.

I authorize HP Inc., including its subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives and assignees, and the employees, agents, attorneys, officers and directors of each of them (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, to request and receive information and records concerning me, in either hard copy or electronic formats, which may include, but will not be limited to, identification, criminal history, driving, employment, military, educational records or other information required by HP Inc.'s policies or consistent with HP Inc.'s regular background screening processes and/or procedures.

I further acknowledge that any personal or sensitive personal information or data provided by me to the Authorized Parties in the course of my employment with HP Inc., may be used by HP Inc. for the activities and purposes relating to my employment. I authorize HP Inc. to transfer such personal or sensitive personal information or data to a third-party in India or abroad to the extent required to enable such third-party to perform employment-related services on behalf of HP Inc.





#### Choice of Law

The terms of your employment shall be governed by the laws of India, and the Courts of India shall have exclusive jurisdiction.


#### Your Annualized Compensation & Benefits Statement

● is your personalized Compensation & Benefits statement.

In case you have any questions or need clarification, please contact your HR manager.

●

Name:	mohamed Sikkandar
Place:	PSR01 - Bangalore, Pritech Park- SEZ (PSR01)
Job Level:	16 Entry
Job Function and family:	SW Engineering (Firmware)
Job Code:	00134K
Salary Grade:	M32
Effective Date:	24 Aug, 2020

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

#### Annual in INR

●  
(A) Basic Salary: 280,000.00

●  
(B) Flexible Benefit Plan (FBP): 372,932.00

(C) Employer Provident Fund @ 12% of Basic Salary or the statutory Provident Fund wage ceiling amount, whichever is greater: 33,600.00

(D) Gratuity @ 4.81% on Basic Salary:

( Gratuity payout will be made as per policy terms and conditions )

Total Cost to company: 700,000.00



### **Restricted Stock Units**

We are pleased to offer you a grant of restricted stock units estimated at US\$2,100.00 on the grant date, as determined by HP. Each unit will be equal to one share of HP common stock and the grant will be subject to certain time restrictions. If you meet the conditions of the grant agreement, the restrictions will lapse as to one-third of the restricted stock units on each anniversary of the grant date for a period of three (3) years. The restricted stock units will be subject to the approval of the HR & Compensation Committee of HP's Board of Directors (the "HRC"), or its delegate. The grant date will be the date the HRC, or its delegate, approves these restricted stock units, which is typically two to three months after your date of hire. The full terms and conditions of this grant will be provided to you when you receive your grant.

### **Sign-On Bonus**

As part of our offer of employment, we are pleased to offer you a Sign-on Bonus of INR 50,000.00 which is subject to withholding of applicable taxes and/or other deductions as required by law. You will be eligible to receive this Sign-on Bonus, subject to the terms and conditions set forth below. The Sign-on Bonus will not be considered compensation for purposes of any HP compensation or benefit program.

If your employment terminates within 12 months of receipt of each installment for any reason other than redundancy, you will be required to repay to HP the full amount of the Sign-on Bonus, less one-twelfth for each complete calendar month worked, which may be deducted from your salary at the time of leaving.

### **India Flexible Benefits Plan (FBP)- Mainstream Intermediate and below**

#### **1. House Rent Allowance (HRA)**

You will be eligible for a House Rent Allowance (HRA) with Maximum Limit of 60% of Annual Basic. You need to produce supporting documents for the same (e.g. - Declaration & at least one receipt per quarter, as proof of rent, from landlord).

#### **2. Leave Travel Allowance (LTA)**

You will be eligible for Leave Travel Allowance (LTA) once a year (LTA will be exempt if availed by the employee twice in block of four calendar years).

The calendar years currently applicable are 2018-2021.

Maximum Limit for LTA: 20% of Annual Basic subject to a maximum of Rs.200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave.

#### **3. Children education allowance for maximum of 2 dependent children:**





(Per child per month Rs.100), Max Limit: Rs.2, 400 (annually)

Supporting Documents: Declaration in the payroll tool\*

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel) (Per child per month Rs. 300)

Max Limit: Rs.7, 200

Supporting Documents: Declaration in the payroll tool\*

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/restaurants during the course of the workday)

Maximum Limit: Rs.26,400 (Annually)

Supporting Documents: As per program guidelines

6. Bonus/Ex gratia - An amount of Rs.1400/- will be paid out monthly as advance Bonus/Exgratia. For those earning wages up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having wages above Rs.21, 000/-pm this amount will be treated as ex gratia. Max Limit: Rs. 16,800 (Annually)

7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year.

Maximum Limit: 100% of FBP

8. Car Lease Program - Employees can lease a car through an operating lease program and avail tax benefit based on the eligibility. Please refer to the policy for more details.

Employees are liable to provide proof in the event of an evaluation by income tax authorities

## Annexure I

### Flexible Benefits Plan (FBP)

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities.

#### Guidelines Governing FBP

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. These benefits are guaranteed as part of your compensation package during employment although may be subject to different treatment upon termination of employment. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to make their selection within two weeks of joining the Company.

2. The year for the purpose of this plan will be 1st April to 31st March.



3. The menu of benefits finalized cannot be changed by the employee during the period of that year. Exception to this will be made under following circumstances:

- Transfer of the employee from one city to another.
- Change of grade/level.
- Change of residential accommodation.
- Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents.

4. While selecting from the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- 25% of the annual kitty in Q1
- 25% of the annual kitty in Q2, together with the balance of Q1, if any
- 25% of the annual kitty in Q3, together with the balance of Q1 and Q2, if any
- 25% of the annual kitty in Q4, together with the balance of Q1, Q2 and Q3, if any

the purposes of the plan, the quarters will be as follows:

- Q1 - April, May, June
- Q2 - July, August, September
- Q3 - October, November, December
- Q4 - January, February, March

Any unutilized amount in the kitty on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of the separation of an employee from the services of the Company, only a pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the Company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## **US Export Controls on Technology Transfer**

### **HP Employee Letter of Assurance**

#### **INTRODUCTION & BACKGROUND**

As a US company HP Inc. is obliged to adhere to all US Export Controls Regulations as set out in the US Department of Commerce (DoC) Export Administration Regulations (EAR). As an employee of a leading edge technology company, employees come in contact with software and technical data on a daily basis that may be classified as sensitive and not publicly available. As part of US export laws this technology cannot be transferred to entities in restricted countries. Employees are required to ensure they do not willfully or inadvertently transfer the sensitive technology to entities in restricted countries. Typically employees in the following types of jobs will routinely come into contact with these types of technologies:

Research and Product Development · Manufacturing and Software Development · Contract Manufacturing, Joint Ventures, and Product Licensing Agreements · Consulting





For more details go to: <http://wpc.int.hp.com/finance/WW/controllership/GlobalTrade/Pages/index.aspx>

#### EXAMPLE

You are a customer engineer and you have recently received some technical manuals on a new product that you will be required to support next month. This technology is a controlled technology. You are traveling to China for work next week and you think the long flight will be a good opportunity to catch up on reading the technical manuals. You will be catching up with a colleague from China who is also a customer engineer, so it will give you a good opportunity to discuss this new technology. If fact, you might send him an e-mail right now and see what he thinks about the new technology. This scenario is considered a technology transfer and would breach HP's obligations. You are not allowed to release the technology in oral, written or electronic form, to a non-US national in the US or another country. You are not allowed to transfer this technology to a citizen on the restricted countries list. When traveling on the airplane, the person sitting next to you may be a national from one of the restricted countries. If you were to leave the manuals in your hotel room in China, they could be viewed by local hotel workers. Just because your colleague works at HP, you cannot assume they have the same access to the information and technology as you do.

This scenario shows that every day in our job at HP we need to be diligent and aware of the technology that we have been exposed to and whether that technology is sensitive and restricted. We need to ensure the utmost care is taken that we do not communicate this technology to persons and entities in what is termed "Restricted Countries" without appropriate export Authorisation.

The following HP Employee Letter of Assurance must be signed by all new HP employees. The signing of this letter provides HP with an important level of safeguard (legal due diligence) against actions (willful or inadvertent) by its employees contrary to the company's Export Control policies on transfer of sensitive technology to entities in restricted countries.

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the U.S. Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

Armenia  
Azerbaijan  
Belarus  
Cambodia  
Cuba  
Georgia  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan Republic  
Laos



Libya  
Macao (Macao)  
Moldova  
Mongolian People's Republic  
North Korea  
People's Republic of China (PRC)  
Russia  
North Sudan (Khartoum)  
Eritrea  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Vietnam

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper U.S. government authorization to destinations not eligible for exports under license exemption TSR. According to current U.S. export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Name: \_\_\_\_\_ mohamed Sikkandar

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Aug 8, 2020 \_\_\_\_\_

**Agreement Regarding Confidential Information and Proprietary Developments**

**Candidate Name:** mohamed Sikkandar (Prior Worker) (CID8283171)





Candidate ID #: CID8283171

**1. Consideration and Relationship to Employment.** As a condition of my employment with HP Inc. Company or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.





I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Relief; Extension.** I understand that if I violate this Agreement, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply.

**8. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.





9. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

10. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

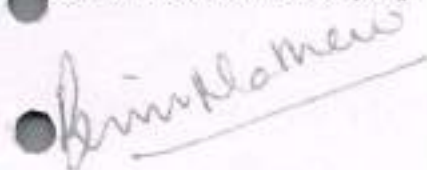
I accept the offer, Agreement Regarding Confidential Information and Proprietary Developments and all of the documents' terms and conditions above

**For Employee**

\_\_\_\_\_  
Name

Aug 8, 2020  
\_\_\_\_\_  
Date

For and on behalf of the company



**Binu Mathew**  
Country Director Human Resources

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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20209475829/Chennai**  
**Date: 18/08/2020**

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ms. Shivani  
134, Esat masi street,  
Madurai, Tamilnadu.  
Tel# 91-8903213413

Dear Shivani,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20209475829**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kalamangal Nagar, Sholingiyarokki, Old IIT Road, Chennai 600 075, Tamil Nadu, India

Tel: 91-44-6636-2222 Fax: +91-44-6636-2222 Web: [www.tcs.com](http://www.tcs.com)

Registered Office: Nandanambakkam, 600 033, Chennai, Tamil Nadu, India

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Karaman Nagar, Sholinganagar, Old Madhavai, Chennai - 600 092

Tel: 91-44-6616 2222 Fax: 91-44-6616 2500 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com





You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found





unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

##### **- Permanent Account Number (PAN) Card**

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

##### **- Standard X and XII mark sheets equivalent**

##### **- Degree certificate and mark sheets for all semesters**

##### **- Postgraduate degree certificate and mark sheets for all semesters (if you are a**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 076 Tamil Nadu India

Tel: 91 44 6616 2222 fax: 91 44 6616 3151 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

TCS Career Services: 1 800 200 3711 (toll free) careers@tcs.com





Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumbhar Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Narayan Point, Mumbai - 400 021

TCS Careers Serviceline: 1800 266 3111 Email: careers@tcs.com





**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

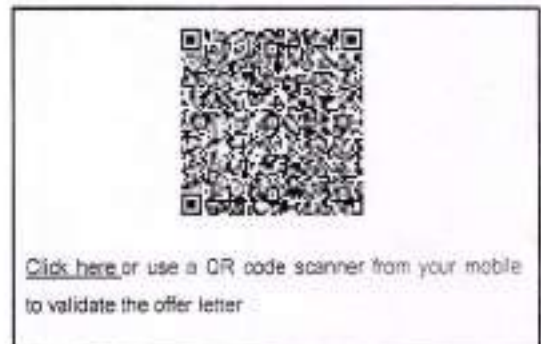
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms





*Dr. G.K. Rajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 035

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Shivani R</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            Infocity, Info Tower 1, 5<sup>th</sup> Floor,            Airport Road, Gandhinagar - 382 009            Tel: 079 - 66712600            Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,            Bangalore - 560 066            Tel: 080 - 67247000            Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>            Tata Consultancy Services            415/21-24, Kumaran Nagar,            Sholinganallur, Old Mahabalipuram,            Chennai - 600 119, Tamil Nadu, India            Tel: 044 - 66162222/62194/62195            Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,            New Delhi - 110 001            Tel: 011 - 66506555            Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Deccan Park, No. 1 software Units Layout,            Madhapur, Hyderabad - 500 081            Tel: 040 - 66672000            Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>            TATA Consultancy Services            ODC 1-K-1, Gitanjali Park,            IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town,            Kolkata - 700 156, West Bengal.            Tel: 033 - 6653 0000            Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            1\1, Vibhuti Khand, Gomti Nagar,            Lucknow - 226 010            Tel: 0522 - 6661001            Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Yantra Park, Opp. Voltas HRD Trg. Center,            Subhash Nagar, Pokhran Road No. 2,            Thane( West), 400601            Tel: 022 - 67782000/2222            Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Niyati Tiara, Ground Floor,            S.No 103/A/1/129, CTS 1995, Nagar Road,            Yerwada, Pune - 411 006            Tel: 020 - 66087777            Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>            Tata Consultancy Services            Peepul Park, Technopark Campus            Karyavattom p.o.            Thiruvananthapuram - 695 561,            Tel - 0471- 2519400            Fax - 0471- 2519499</p>





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*Dr. G.K. Rajesh*

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 025

**Offer: Computer Consultancy**  
**Ref: TCSL/CT202037584019/Chennai**  
**Date: 18/08/2020**

Ms. Susila  
21, 3<sup>rd</sup> street,  
Thirunagar,  
Madurai,  
Tamilnadu.  
Te# 91-8903187848

Dear Susila,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2515 Website: www.tcs.com  
Registered Office: Nirma Building, 9th Floor, Narayan Point, Mumbai 400 029  
TCS Careers ServiceLine: 1800 201 2111 | Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabaleswaram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirma Building, 9th Floor, Nariman Point, Mumbai - 400 041

TCS Careers ServiceLine: 1800 20 11111 | www.tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found





unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.





**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



*Bas*

Dr. G.K. Raghesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Susila</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            Infocity, Info Tower 1, 5<sup>th</sup> Floor,            Airport Road, Gandhinagar - 382 009            Tel: 079 - 66712600            Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,            Bangalore - 560 066            Tel: 080 - 67247000            Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            415/21-24, Kumaran Nagar,            Sholinganallur, Old Mahabalipuram,            Chennai - 600 119, Tamil Nadu, India            Tel: 044 - 66162222/62194/62195            Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,            New Delhi - 110 001            Tel: 011 - 66506555            Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Deccan Park, No. 1 software Units Layout,            Madhapur, Hyderabad - 500 081            Tel: 040 - 66672000            Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>            TATA Consultancy Services            ODC 1-K-1, Gitanjali Park,            IT/ITES SE2, Plot- III / 3, Action Area - II, New Town,            Kolkata - 700 156, West Bengal.            Tel: 033 - 6653 0000            Fax: 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>            Tata Consultancy Services            1\1, Vibhuti Khand, Gomti Nagar,            Lucknow - 226 010            Tel: 0522 - 6661001            Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Yantra Park, Opp. Voltas HRD Trg. Center,            Subhash Nagar, Pokhran Road No. 2,            Thane( West). 400601            Tel: 022 - 67782000/2222            Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>            Tata Consultancy Services            Niyati Tiara, Ground Floor,            5.No 103/A/1/129, CTS 1995, Nagar Road,            Yerwada, Pune - 411 006            Tel: 020 - 66087777            Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>            Tata Consultancy Services            Peepul Park, Technopark Campus -            Karyavattom p.o.            Thiruvananthapuram - 695 581.            Tel - 0471- 2519400            Fax - 0471- 2519499</p>



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Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT2018201825/Chennai**  
**Date: 18/08/2020**

Mr. Thirumurugan  
144, Selva colony,  
Sivagangai,  
Tamilnadu.  
Tel# 91-8940639788

Dear Thirumurugan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT2018201825**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

45/21-24, Kumbakonur Nagar, Sholinganallur, Old Mahalingapuram, Chennai 600 095 Tamil Nadu India

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## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabaleswaram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This

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*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**jda.**  
Plan to deliver™

April 1, 2020

Valliappa Saravanan,  
19, Lakshmi Illam, Annamalai Chettiar Street, South Lane First Cross, Sekkalai  
Karaikudi-630002

**Sub: Letter of Appointment**

Dear Valliappa,

We are pleased to offer you the position of **Technical Consultant, Associate** at Hyderabad on the following terms and conditions.

1. Your compensation package will be **Rs 6,19,048** /- per annum. Breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the company policy and payroll procedure. You shall be working in flexible hours based on the Company requirements.

**Bonus** : You will be eligible to participate in JDA's annual performance incentive bonus program. Based on your hire date, any payments will be prorated accordingly. The funding of the bonus pool is based on achievement of the company's annual financial goals, as approved by the Board of Directors. The actual payout to associates is based on individual performance and contribution to the company in the applicable year, as determined by management. The bonus distribution is, of course, not guaranteed, and the company has the right to modify the program from time to time or cancel at its sole discretion. New hires starting after January through September 30 will be eligible for the bonus plan in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the bonus plan starting in the following calendar year.

2. You shall be expected to operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation.
3. You will report to the Business Unit Head in **Cloud Services** Division or his /her nominee.
4. You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The first six (6) months of your employment with the company will be on probation period, during which time your performance will be evaluated to determine if your performance meets company's requirement. The notice period applicable would be one month during the period of probation and on confirmation the notice period would be of two months. During the notice period the Company reserves the right to require the employee to serve full notice period and complete the assignment based on business needs.
5. Your services will be liable to be transferred from one place/location to another and/or from one department to another either existing or to be set up in future, anywhere purely at the discretion of the Company. On such transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting.



6. You shall be entitled to the Maternity benefit and other related facilities and benefits in accordance with the provisions of Maternity Benefit Act. The Company has laid down the policy with regard to Maternity Benefit available to the women employees is contained in the policy which is available on the intranet/ website of the Company. You may go through the same. You may also download the same for your use.

**Non disclosure Agreement :**

- a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specifically entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
- c) If, during the course of your employment with this Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d) You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- e) During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations and policies, as it deems fit, preceded with notice.

**7. Pre-condition for Employment:**

- a) The terms and conditions laid out are pre-conditional for employment. The appointment letter is valid only after you sign the Non-Competition and Confidentiality agreement, Terms and Conditions and the Code of Conduct and other associated policy documents at the time of joining.
- b) You will be considered for a salary revision during the next annual performance review cycle in 2020 only if you join the Company by September 30<sup>th</sup>. Please note that the compensation review policies are subject to change at the discretion of the management
- c) New hires starting after January through September 30 will be eligible for the salary revision in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the salary revision starting in the following calendar year.
- d) The offer of employment is on the basis that the information furnished by you is complete and correct. The company will have verification and or background or reference check either directly or through any agency

engaged by the company at any time prior to your reporting for duty or after you report for duty. If the verification report reveals that the information furnished by you is incorrect or if it is found that you have concealed or withheld from the company any relevant fact or information your employment with the company shall be liable for termination without any notice or salary in lieu thereof.

- e) All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the date of joining.
- f) The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

8. You are required to submit following documents at the time of joining :

- Photocopies of your educational qualifications
- 3 Passport size photographs, Relieving letter and Recent salary statement from previous employer, Copy of Passport ,PF account details and Income Tax deduction certificate from the previous employer

We look forward to having you on board with us, and welcome you to our family.  
Please sign a duplicate copy of this letter and indicate your date of joining.

Thanking You,  
For JDA Software Pvt. Ltd.



**Vinok Sequeira**  
SVP - Associate Success

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joining Date



**Compensation Details**

<b>Name</b>	Valliappa Saravanan
<b>Grade</b>	PI
<b>Designation</b>	Technical Consultant, Associate
<b>COMPONENT</b>	
<b>AMOUNT</b>	
Basic Per Month	20,635
*PF Per Month	2,476
HRA Per Month	8,254
**Special Allowance Per Month	20,222
<b>Total Per Month</b>	<b>51,587</b>
<b>Annual Salary</b>	<b>6,19,048</b>
<b>Annual Performance Incentive Bonus</b>	<b>30,952</b>

**\*Provident Fund:** PF contribution mentioned above is the employer contribution.

**\*\*Special Allowance:** Please note, special allowance consists of flexible components like LTA, Medical Reimbursement, Telephone, Conveyance etc. You can restructure the same in the payroll portal, which are subject to applicable tax laws.

**The following additional benefits are offered on joining:**

**Life Insurance**

You are covered under Group Term Life Insurance as per the Company policy.

**Personal Accident Insurance**

You are covered under Personal Accident Insurance as per Company policy.

**Mediclaim Insurance**

You and your family (self, spouse, children and parents) are covered under the Mediclaim Insurance plan as per Company policy.

**Gratuity**

You are covered under the Gratuity scheme of the company and, gratuity is paid at the time of retirement or separation, subject to having completed a minimum of 5 years of continued employment in India.

All full time associates are eligible for the above mentioned benefits from the date of joining the organization. The same is subject to amendment from time to time and will be applicable as per prevailing policies.



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Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Mr. Aravind L P R  
21, Keela anupanadi,  
Madurai  
Tamilnadu.  
Tel# 91-8189995381

Dear Aravind,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/CT20182417836

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

413/21-2A, Kalamangla Nagar, Sholingur, Old Mahalingapuram, Chennai-600 077, Tamil Nadu India.  
Tel: 91-44-6636 2222 Fax: 91-44-6636 2215 Website: www.tcs.com  
Registered Office: New Building, 900 Ft., Anna Salai, Madurai-625 001  
TCS Career Services: 1-800-200-1177 (toll-free)





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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### Gratuity

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

413/21-25, Kasmiran Nagar, Sholinganallur, Old Madhavaram, Chennai-600 075

Tel: 91 44 6616 2222 Fax: 91 44 6616 2105 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, New Market, Madurai-625 024

TCS Careers ServiceLine: 1800 201 1111 or call careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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#### **8. Alternative Occupation / Employment**

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#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.





**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

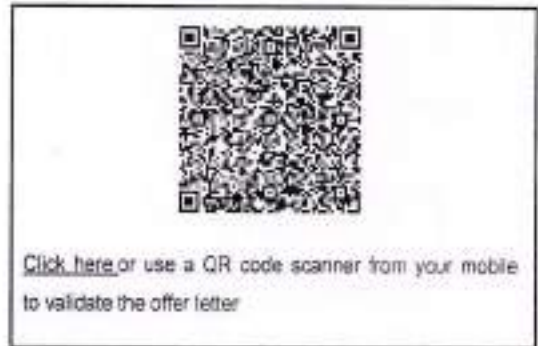
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms





*Dr. G.K. Rajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Aravind L P R</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,897
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore - 560 066  Tel: 080 - 67247000  Fax: 080 - 26410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1 K 1, Gitanjali Park,  IT/ITES SEZ, Plot- III / 3, Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax: 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  I\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subham Nagar, Pokhran Road Vol. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 - 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavettom p.o.  Thiruvananthapuram - 695 581.  Tel: 0471- 2519400  Fax: 0471- 2519499</p>



01-Sep-2020

Ms. Dhiyana Priya M K,  
59, Anuppanady  
Theppakulam Main Road  
Madurai - 625 009  
Mobile: +91-9566639047  
Email: mkdhiyanapriya@gmail.com

Dear Dhiyana Priya,

With reference to your application and subsequent discussions, MulticoreWare is pleased to offer you the position of Software Engineer reporting to Engineering Manager. MulticoreWare welcomes you to its family. You will be based out of Chennai. You would be on probation for the first twelve months. Your position will be confirmed based on your performance. Your Remuneration details and Terms & Conditions of Employment are enclosed with this letter.

Date of joining will be Sep 02, 2020. After reading through this offer contents, please send an email indicating your acceptance of the Offer Letter & Terms and Conditions of Employment. Please send it to us within 5 days of receiving this offer letter. If the offer is not accepted within 5 days, MulticoreWare reserves the right to rescind the offer.

At the time of joining, you are requested to furnish certificates and mark sheets indicating your academic accomplishments. If previously employed, you are required to furnish last drawn salary certificate or pay slip, experience certificate and relieving certificates from the previous employers. Originals of the above mentioned documents should be made available for scrutiny and copies for records. The enclosed offer is subject to the verification of above documents and completion of your course. You are also requested to bring your current Passport along with Valid VISAs at the time of joining.

MulticoreWare wishes you all the success. We look forward for a long and fruitful professional engagement with you.

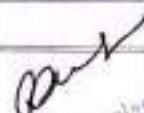
Yours Faithfully  
For MulticoreWare India (P) Ltd



Shashikanth Jayaraman  
Vice President - Human Resources

I have read the contents  
and accepted the offer

Dhiyana Priya M K  
Date of Joining:

Remuneration Details		01-Sep-20	
Name	: Dhiyana Priya M K	 Dr. G.K. Realesh Placement Officer Thiruvallur College of Engineering Madurai-625 015	
Title	: Software Engineer		
Location	: Chennai		
Components	Per Month	Per Annum	
Basic	₹ 9,250	₹	111,000
HRA	₹ 4,625	₹	55,500
Conveyance	₹ 1,850	₹	22,200
Education	₹ 200	₹	2,400
Medical	₹ 1,250	₹	15,000
Special Allowance	₹ 17,580	₹	210,960
PF	₹ 1,800	₹	21,600
Gratuity	₹ 445	₹	5,340
<b>Sub Total</b>	<b>₹ 37,000</b>	<b>₹</b>	<b>444,000</b>
LTA		₹	15,000
Performance Incentives		₹	51,000
Success Incentives		₹	120,000
<b>Total</b>		<b>₹</b>	<b>630,000</b>
<p>1. Success Incentives and Performance Incentives applicable on an annual basis will be paid as per the Performance Management Policy based on your performance, the profitability of the Company and the Business Unit that you are associated with.</p> <p>2. Only "Basic" will be reckoned for PF, Gratuity and Leave Encashment.</p> <p>3. PF mentioned above is the Company Contribution.</p> <p>4. Income Tax will be deducted at source wherever applicable as per Indian Income Tax Rules.</p> <p>5. Any of the above allowances may undergo changes or withdrawn at the sole discretion of the Management and will be governed by the rules and regulation of the Company from time to time.</p>			

Please maintain strict confidentiality of your Remuneration Details. Do not discuss, divulge, communicate to any one in any manner and you are responsible to protect your Compensation Package & Terms of Employment.



## MulticoreWare India (P) Ltd - Terms and Conditions of Employment

Following are the Terms and Conditions of your employment with MulticoreWare India (P) Ltd. You are expected to adhere to the following Terms and Conditions while you are employed with this dynamic growth oriented Company. Company reserves the right to change the Terms and Conditions based on the Company's policies.

### 1. Place of Work

Your base location will be as specified in your offer letter. You may be transferred to any of the Company's other locations anywhere in India or abroad as and when required by the Company.

### 2. Work week and Hours of Work

Monday to Friday will be observed as a regular Work Week. You will be required to work 40 Hours per week. You will be following the Holiday schedule published for your place of work.

### 3. Provident Fund

You will be entitled to join the Provident Fund Scheme as per Provident Fund rules and regulation when it is setup by the company. Your contribution and Company's contribution to Provident Fund will be as per the prevailing PF rules.

### 4. Gratuity

You will be entitled to receive Gratuity in accordance with the Company scheme as per prevailing Gratuity rules.

### 5. Medical Benefits

You will be eligible for medical benefits as mentioned in your remuneration details in accordance with the Company's scheme.

### 6. Salary Review

Salary Revisions will be based on Individual as well as Company performance.

### 7. Retirement

You shall retire at the age of 58 years, as per the current Company rules.

### 8. Previous Employment Verification

The company reserves the right to verify your documents and background through internal and external agencies. These may include your current and previous employment history, educational and professional credentials. Any discrepancy found will lead to termination of your employment with the Company.

## 9. Leave

You are eligible for an Earned leave of 15 days per calendar year.

Earned will be calculated at the rate of 1 day for every 15 days worked.

Earned Leave will be credited on Apr 1st of each year.

Maximum of 10 days leave per calendar year could be accumulated and carry forward to the next year with a maximum accumulation of 60 days.

In addition to the Earned leave, you can avail maximum of two Special Days Off per year on the occasion of your Birthday and Marriage Anniversary Day. All Weekly Offs, Paid Holidays and Special Days Off falling in between your Leave period will not be counted as leave.

## 10. Termination of Employment

Your employment with the Company will be "at will", meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause.

Either Party will be allowed to terminate the contract of Employment by giving two months' notice in writing, subject however to the Company's right to pay salary in lieu thereof.

However should you sign any service undertaking or agreement with the company as a part of your employment process or later in the course of employment with the company, you will be entitled to terminate the employment contract only after you comply with the terms and conditions of service undertaking or agreement in addition to the notice period mentioned above.

The Company shall have a right to terminate your employment without any notice and without any compensation in the event of any of the following

- If any of your actions are in breach of the confidentially
- Breach on your part of any terms and conditions of this contract or any other rules made applicable to you in respect of your employment with the Company
- Violation on your part of the authenticity and information declared at the time of joining the Company
- If your performance is found wanting and if no improvement is found in your performance in spite of being informed
- If you are found physically or mentally unfit to discharge your duties
- If the company finds it difficult to gainfully employ you due to causes beyond the control of the Company
- Any misconduct on your part
- Failure to carry out any of your duties and obligations

## 11. Absence from work

In the event of your absence from work for more than two working days without written permission from the Company, it would be assumed that you have voluntarily abandoned the contract with the Company and your contract with the Company would stand terminated. In such an event you shall be liable to pay the salary in lieu of shortfall in notice period and other dues payable to the Company as specified and the Company has right to file for the loss.



## 12. Confidential Information

During the term of your employment, you may have access to and become familiar with various confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information are owned and shall continue to be owned solely by the Company, its affiliates and customers as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those specifically designated by the Company unless such employee is compelled to disclose it by judicial process.

You will be required, as a condition of your employment with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

## 13. Intellectual Property Rights

The Intellectual Property rights associated with the Projects executed during the Employment solely belongs to MulticoreWare and all the work products including the source code are the properties of MulticoreWare and solely belongs to MulticoreWare and can't be disclosed to anyone unless it is required to be disclosed for a judicial purpose. All such disclosures for judicial purpose shall have prior written approvals by a MulticoreWare authorized signatory.

## 14. Outside Activities

While you render services to the Company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company. In addition, while you render services to the company, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

## 15. Non-Solicitation

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly solicit, take up employment or do any sort of business with any person, company or firm with whom you were associated and the organization is having business during the period of one year prior to the termination of your employment.

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly entice, encourage or otherwise ask Company's current employees to leave their current employment to work with or for another organization or business that competes with the Company or is the customer of the Company.

Yours Faithfully  
for MulticoreWare India (P) Ltd



Shashikanth Jayaraman  
Vice President - Human resources

I have read the above contents  
and accept the same

Date :  
Name :

31

01-Sep-2020

Mr. Nageswaran L,  
8A/12, Olaypattinam 1st street  
Munichalai Road  
Madurai - 625 009  
Mobile: +91-7530081515  
Email: [muralipv18300@gmail.com](mailto:muralipv18300@gmail.com)

  
Dr. G.K. Rajesh  
Placement Officer  
Thiaganajar College of Engineering  
Madurai-625 015

Dear Nageswaran,

With reference to your application and subsequent discussions, MulticoreWare is pleased to offer you the position of Software Engineer reporting to Engineering Manager. MulticoreWare welcomes you to its family. You will be based out of Chennai. You would be on probation for the first twelve months. Your position will be confirmed based on your performance. Your Remuneration details and Terms & Conditions of Employment are enclosed with this letter.

Date of joining will be Sep 02, 2020. After reading through this offer contents, please send an email indicating your acceptance of the Offer Letter & Terms and Conditions of Employment. Please send it to us within 5 days of receiving this offer letter. If the offer is not accepted within 5 days, MulticoreWare reserves the right to rescind the offer.

At the time of joining, you are requested to furnish certificates and mark sheets indicating your academic accomplishments. If previously employed, you are required to furnish last drawn salary certificate or pay slip, experience certificate and relieving certificates from the previous employers. Originals of the above mentioned documents should be made available for scrutiny and copies for records. The enclosed offer is subject to the verification of above documents and completion of your course. You are also requested to bring your current Passport along with Valid VISAs at the time of joining.

MulticoreWare wishes you all the success. We look forward for a long and fruitful professional engagement with you.

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For MulticoreWare India (P) Ltd

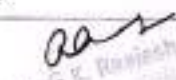


Shashikanth Jayaraman  
Vice President - Human Resources

I have read the contents  
and accepted the offer

Nageswaran L  
Date of Joining:



Remuneration Details		01-Sep-20	
Name	: Nageswaran L	 Dr. G. K. Ravish Placement Officer Thiagarajar College of Engineering Madurai-625 015	
Title	: Software Engineer		
Location	: Chennai		
Components		Per Month	Per Annum
Basic	₹	9,250	₹ 111,000
HRA	₹	4,625	₹ 55,500
Conveyance	₹	1,850	₹ 22,200
Education	₹	200	₹ 2,400
Medical	₹	1,250	₹ 15,000
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Gratuity	₹	445	₹ 5,340
Sub Total	₹	37,000	₹ 444,000
LTA			₹ 15,000
Performance Incentives			₹ 51,000
Success Incentives			₹ 120,000
Total			₹ 630,000
<p>1. Success Incentives and Performance Incentives applicable on an annual basis will be paid as per the Performance Management Policy based on your performance, the profitability of the Company and the Business Unit that you are associated with.</p> <p>2. Only "Basic" will be reckoned for PF, Gratuity and Leave Encashment.</p> <p>3. PF mentioned above is the Company Contribution.</p> <p>4. Income Tax will be deducted at source wherever applicable as per Indian Income Tax Rules.</p> <p>5. Any of the above allowances may undergo changes or withdrawn at the sole discretion of the Management and will be governed by the rules and regulation of the Company from time to time.</p>			

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### 3. Provident Fund

You will be entitled to join the Provident Fund Scheme as per Provident Fund rules and regulation when it is setup by the company. Your contribution and Company's contribution to Provident Fund will be as per the prevailing PF rules.

### 4. Gratuity

You will be entitled to receive Gratuity in accordance with the Company scheme as per prevailing Gratuity rules.

### 5. Medical Benefits

You will be eligible for medical benefits as mentioned in your remuneration details in accordance with the Company's scheme.

### 6. Salary Review

Salary Revisions will be based on Individual as well as Company performance.

### 7. Retirement

You shall retire at the age of 58 years, as per the current Company rules.

### 8. Previous Employment Verification

The company reserves the right to verify your documents and background through internal and external agencies. These may include your current and previous employment history, educational and professional credentials. Any discrepancy found will lead to termination of your employment with the Company.



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You are eligible for an Earned leave of 15 days per calendar year.

Earned will be calculated at the rate of 1 day for every 15 days worked.

Earned Leave will be credited on Apr 1st of each year.

Maximum of 10 days leave per calendar year could be accumulated and carry forward to the next year with a maximum accumulation of 60 days.

In addition to the Earned leave, you can avail maximum of two Special Days Off per year on the occasion of your Birthday and Marriage Anniversary Day. All Weekly Offs, Paid Holidays and Special Days Off falling in between your Leave period will not be counted as leave.

## 10. Termination of Employment

Your employment with the Company will be "at will", meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause.

Either Party will be allowed to terminate the contract of Employment by giving two months' notice in writing, subject however to the Company's right to pay salary in lieu thereof.

However should you sign any service undertaking or agreement with the company as a part of your employment process or later in the course of employment with the company, you will be entitled to terminate the employment contract only after you comply with the terms and conditions of service undertaking or agreement in addition to the notice period mentioned above.

The Company shall have a right to terminate your employment without any notice and without any compensation in the event of any of the following

- If any of your actions are in breach of the confidentiality
- Breach on your part of any terms and conditions of this contract or any other rules made applicable to you in respect of your employment with the Company
- Violation on your part of the authenticity and information declared at the time of joining the Company
- If your performance is found wanting and if no improvement is found in your performance in spite of being informed
- If you are found physically or mentally unfit to discharge your duties
- If the company finds it difficult to gainfully employ you due to causes beyond the control of the Company
- Any misconduct on your part
- Failure to carry out any of your duties and obligations

## 11. Absence from work

In the event of your absence from work for more than two working days without written permission from the Company, it would be assumed that you have voluntarily abandoned the contract with the Company and your contract with the Company would stand terminated. In such an event you shall be liable to pay the salary in lieu of shortfall in notice period and other dues payable to the Company as specified and the Company has right to file for the loss.

## 12. Confidential Information

During the term of your employment, you may have access to and become familiar with various confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information are owned and shall continue to be owned solely by the Company, its affiliates and customers as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those specifically designated by the Company unless such employee is compelled to disclose it by judicial process.

You will be required, as a condition of your employment with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

## 13. Intellectual Property Rights

The Intellectual Property rights associated with the Projects executed during the Employment solely belongs to MulticoreWare and all the work products including the source code are the properties of MulticoreWare and solely belongs to MulticoreWare and can't be disclosed to anyone unless it is required to be disclosed for a judicial purpose. All such disclosures for judicial purpose shall have prior written approvals by a MulticoreWare authorized signatory.

## 14. Outside Activities

While you render services to the Company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company. In addition, while you render services to the company, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

## 15. Non-Solicitation

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly solicit, take up employment or do any sort of business with any person, company or firm with whom you were associated and the organization is having business during the period of one year prior to the termination of your employment.

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly entice, encourage or otherwise ask Company's current employees to leave their current employment to work with or for another organization or business that competes with the Company or is the customer of the Company.

Yours Faithfully  
for MulticoreWare India (P) Ltd



Shashikanth Jayaraman  
Vice President - Human resources

I have read the above contents  
and accept the same

Date :  
Name :



April 1, 2020

Thangamari Gnanaguru,  
42,kalaivanar Nagar first street,Paranginathapuram west,BSNL Tower back side.  
Virudhunagar,Tamilnada-626001

**Sub: Letter of Appointment**

Dear Thangamari,

We are pleased to offer you the position of **Technical Consultant, Associate** at Bangalore on the following terms and conditions.

1. Your compensation package will be **Rs 6,19,048** /- per annum. Breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the company policy and payroll procedure. You shall be working in flexible hours based on the Company requirements.

**Bonus :** You will be eligible to participate in JDA's annual performance incentive bonus program. Based on your hire date, any payments will be prorated accordingly. The funding of the bonus pool is based on achievement of the company's annual financial goals, as approved by the Board of Directors. The actual payout to associates is based on individual performance and contribution to the company in the applicable year, as determined by management. The bonus distribution is, of course, not guaranteed, and the company has the right to modify the program from time to time or cancel at its sole discretion. New hires starting after January through September 30 will be eligible for the bonus plan in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the bonus plan starting in the following calendar year.

2. You shall be expected to operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation.
3. You will report to the Business Unit Head in **Cloud Services** Division or his /her nominee.
4. You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The first six (6) months of your employment with the company will be on probation period, during which time your performance will be evaluated to determine if your performance meets company's requirement. The notice period applicable would be one month during the period of probation and on confirmation the notice period would be of two months. During the notice period the Company reserves the right to require the employee to serve full notice period and complete the assignment based on business needs.
5. Your services will be liable to be transferred from one place/location to another and/or from one department to another either existing or to be set up in future, anywhere purely at the discretion of the Company. On such transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting.

6. You shall be entitled to the Maternity benefit and other related facilities and benefits in accordance with the provisions of Maternity Benefit Act. The Company has laid down the policy with regard to Maternity Benefit available to the women employees is contained in the policy which is available on the intranet/ website of the Company. You may go through the same. You may also download the same for your use.

**Non disclosure Agreement :**

- a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specifically entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
- c) If, during the course of your employment with this Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d) You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- e) During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations and policies, as it deems fit, preceded with notice.

**7. Pre-condition for Employment:**

- a) The terms and conditions laid out are pre-conditional for employment. The appointment letter is valid only after you sign the Non-Competition and Confidentiality agreement, Terms and Conditions and the Code of Conduct and other associated policy documents at the time of joining.
- b) You will be considered for a salary revision during the next annual performance review cycle in 2020 only if you join the Company by September 30<sup>th</sup>. Please note that the compensation review policies are subject to change at the discretion of the management
- c) New hires starting after January through September 30 will be eligible for the salary revision in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the salary revision starting in the following calendar year.
- d) The offer of employment is on the basis that the information furnished by you is complete and correct. The company will have verification and or background or reference check either directly or through any agency



engaged by the company at any time prior to your reporting for duty or after you report for duty. If the verification report reveals that the information furnished by you is incorrect or if it is found that you have concealed or withheld from the company any relevant fact or information your employment with the company shall be liable for termination without any notice or salary in lieu thereof.

- e) All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the date of joining.
- f) The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

8. You are required to submit following documents at the time of joining :

- Photocopies of your educational qualifications
- 3 Passport size photographs, Relieving letter and Recent salary statement from previous employer. Copy of Passport ,PF account details and Income Tax deduction certificate from the previous employer

We look forward to having you on board with us, and welcome you to our family.  
Please sign a duplicate copy of this letter and indicate your date of joining.

Thanking You,  
For JDA Software Pvt. Ltd.



**Vinok Sequeira**  
SVP - Associate Success

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joining Date

Dr. G.K. Rajesh  
Placement Officer  
Thangamari College of Engineering  
M.S. No. 625 015

**jda.**  
Plan to deliver™

**Compensation Details**

<b>Name</b>	Thangamari Guanaguru
<b>Grade</b>	P1
<b>Designation</b>	Technical Consultant, Associate
<b>COMPONENT</b>	
<b>AMOUNT</b>	
Basic Per Month	20,635
*PF Per Month	2,476
HRA Per Month	8,254
**Special Allowance Per Month	20,222
<b>Total Per Month</b>	<b>51,587</b>
<b>Annual Salary</b>	<b>6,19,048</b>
<b>Annual Performance Incentive Bonus</b>	<b>30,952</b>

**\*Provident Fund:** PF contribution mentioned above is the employer contribution.

**\*\*Special Allowance:** Please note, special allowance consists of flexible components like LTA, Medical Reimbursement, Telephone, Conveyance etc. You can restructure the same in the payroll portal, which are subject to applicable tax laws.

**The following additional benefits are offered on joining:**

**Life Insurance**

You are covered under Group Term Life Insurance as per the Company policy.

**Personal Accident Insurance**

You are covered under Personal Accident Insurance as per Company policy.

**Mediclaim Insurance**

You and your family (self, spouse, children and parents) are covered under the Mediclaim Insurance plan as per Company policy.

**Gratuity**

You are covered under the Gratuity scheme of the company and, gratuity is paid at the time of retirement or separation, subject to having completed a minimum of 5 years of continued employment in India. All full time associates are eligible for the above mentioned benefits from the date of joining the organization. The same is subject to amendment from time to time and will be applicable as per prevailing policies.



32

10-Dec-2019

Dear Gokul S R LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13713365

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.40,966/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,966/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandi  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

M.S.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai - 625 015

Name: Gokul S R LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, 'Monthly Gross Salary as per Annexure A of this letter excluding 'Advance Statutory Bonus' & 'House Rent Allowance' will be considered. This does not include payments made through 'Special Payout'. Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premiums: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://lovecognizant.cognizant.com> -> Total Rewards App for more details

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date: 14-Jul-2020

**33**

Dear Mr. Rishiyanthan S M,

Re : Amendment to Annexure in the Offer Letter dated 05-Dec-2019, IT Services Policy and Social Media Policy.

This letter amends the terms of the Annexure in the offer letter entered into by you and Zoho Corporation Private Limited (the "Company"), dated 05-Dec-2019 ("Offer Letter"), IT Services Policy and Social Media Policy.

The Annexure in the Offer Letter, IT Services Policy and Social Media Policy are hereby replaced in its entirety by the annexures (Annexure A and Annexure B) and the revised policies (IT Services Policy and Social Media Policy) attached herewith. You are requested to read these annexures and the policies before providing your acceptance to this letter. The new annexures and policies set forth below shall become effective as on the date of your employment and your signature at the end of this amendment indicates your acceptance of the terms herein. Except as set forth in this letter, the remainder of the Offer Letter will remain in full force and effect.

We welcome you to our organization and trust that you enjoy working here and contributing to the growth and prosperity of the Company.

Yours Sincerely,

for ZOHO TECHNOLOGIES PRIVATE LIMITED

Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the revised annexures (Annexure A and Annexure B) and the company policies (IT Services Policy and Social Media Policy).

Signature:

Date of Amendment acceptance :

Name : Rishiyanthan S M

Place :





*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE A**

NAME : Rishiyananthan S M  
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund (12% of Basic+TA)*	2208	26496
Cost To Company (CTC)	46000	552000
Prosperity Sharing Plan		100000
Compensation for the first year		652000

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

**GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.



## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

### **TRANSPORTATION FACILITY**

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

### **DEVICES AND GADGETS**

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

### **FOOD AND SNACKS**

Company provides food, snack and other refreshment for all its employees.

### **RECREATIONAL FACILITY**

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

### **TEAM TREAT AND TRIP**

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Medidclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

*Please note that the above mentioned insurance schemes are subject to change based on yearly renewal.*



10-Dec-2019

Dear Vignesh K LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Candidate ID - 13713365

*Dr. G.K. Rajesh*  
Placement Officer  
Thiagaraja College of Engineering  
Madurai-625 013

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,586/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,800/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

*Suresh Bethavada*  
Suresh Bethavada  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

Annexure A

Name: Vignesh K LMU

Designation: Programmer Analyst Trainee

Sl.No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @50% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF ‡	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

‡ Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details



Dr. G.K. Rajesh  
Placement Officer  
Vignana College of Engineering  
Chennai - 600 073

athenahealth Technology Private Limited  
#40, Module No. 3&4, 9th Floor, A-Block,  
Global Infocity Park, Chennai, M.G.R. Road,  
Kandanchavadi, Perungudi,  
Chennai - 600 096, Tamil Nadu, India  
Phone: 044-4227 8600  
CIN Number: U72200TN2005PTC057276  
[www.athenahealth.com](http://www.athenahealth.com)

**Strictly Private and Confidential**

May 20, 2020

Yadhavaram Elango  
105, Balamurugan Kovil street  
Namakkal, Tamil Nadu 638008  
Tamil Nadu

**Subject: Offer of Employment**

Dear Yadhavaram,

Congratulations! We are thrilled to extend you this invitation to join us at athenahealth on our mission to transform healthcare. You have impressed us with your credentials, your experience, and your passion. We are eager to have you join our team of athenistas. At athenahealth, we work every day to free medical providers to do work that truly matters, caring for their patients. It is incredibly hard work with equally incredible meaning and with each unique new perspective we add to the team, we strengthen our ability to succeed on their behalf. We look forward to you joining us.

These employment terms are for a full-time position of **Associate Member of Technical Staff - AMTS** with athenahealth Technology Private Limited ("athena") Your first day of employment will be on **July 06, 2020**. Prior to your start date, you will be given more detailed information about your Orientation.

The terms of your employment with the Company are set out within **Annexure A** to this letter.

Your gross annual compensation on a total cost-to-company basis will be **INR 750,120** which shall include your annual gross base salary, performance bonus and other benefits which may be claimed in compliance with and subject to limits under the applicable tax laws and Company's policies and practices. All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your salary. Please refer to **Annexure B** for your compensation break-up.

This offer is valid, subject to your acceptance within 3 Business days from the date of issuance. Upon your acceptance of this offer for employment and subject to successful completion of your background check by the Company, you will be required to join latest by **July 06, 2020** as communicated to you by the Company failing which this offer would become void.





Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in **Annexure C**.

This offer for employment is conditional upon (1) successful completion by the Company of your background check and; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment and (3) there being 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. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity without the Company's prior written consent.

Yours sincerely,

For athenahealth Technology Private Limited

A handwritten signature in black ink, appearing to read "Geeta Ramesh".

**Geeta Ramesh**

Director - Talent Acquisition



### Acceptance

I hereby accept the offer along with the terms of employment with **athenahealth Technology Private Limited**. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I hereby provide my consent to the Company and its agents to conduct necessary background check and verification on me. I agree to provide complete and accurate information as may be requested by the Company and/or its agents in respect of such checks.

I also authorize athenahealth to share my contact and all relevant information with the external party to facilitate verification of my candidature.

In an event that athenahealth is unable to verify any information stated in my application, it is my responsibility to furnish the necessary documentation. failure to do so will result in my employment not being processed further.

Candidate Signature: {{Sig\_es\_;signer1:signature}}

Name: Yadhavaram Elango



## Annexure A

### Terms and Conditions of Employment

#### 1. INTRODUCTION

The Company's offer of employment is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your employment.

#### 2. DUTIES AND RESPONSIBILITIES, TRANSFER, ETC.

2.1 You agree that you shall perform your duties and responsibilities, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company (b) devote your full time, attention and efforts to serve company; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of company or conflicts with your assignment with the company or position. You shall not refuse to perform other duties and undertake responsibilities as and when called upon by your company, if any.

2.2 During the term of your employment, in addition to your assigned tasks and work responsibilities, the Company may require you to interact and work directly or indirectly with external entities and/or authorized representatives of such entities. While dealing or working with such associates, you are expected to act as a brand ambassador of the Company through courteous conduct, positive behavior, cooperative attitude and working skills so that the reputation and goodwill of the Company is enhanced and not adversely affected. Any omission or commission on your part, brought to the notice of the Company may result in strict disciplinary action against you, including but not limited to termination of employment.

2.3 Depending on business needs, the Company may, at its sole discretion, change your designation or transfer you to any other team, department or offices of the Company or of its affiliates.

2.4 The Company has a right to assign, second or depute you to any affiliates, departments, subsidiaries or associate companies of the Company or to any group companies in which the Company may have an interest whether existing or which may be set up or established or acquired in future in any other location in India or to any third parties. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

2.5 Since this is a full-time employment with the Company, while in the employment of the Company, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company. You will comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you.

2.6 Your employment will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's policies and procedures.

2.7 You shall not make any false, defamatory or disparaging statements about the Company, its employees, officers or directors.



2.8 Your employment will also be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. You shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India (as amended). Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

2.9 In case of any grievances or disputes during your employment with the Company, you reserve the right to use the Company's grievances resolution mechanisms as provided in the Company's policies and procedures.

### 3. REMUNERATION AND BENEFITS

3.1 Your total all-inclusive gross annual compensation on a cost-to-company basis is as provided in the offer letter. Your salary, payable on a monthly basis, shall be inclusive of the applicable statutory benefits, if any, and tax to be deducted at source by the Company. Any contributions (including but not limited to any provident fund contributions) to be made by the Company on your behalf shall be deducted from your salary.

3.2 Your compensation may be amended from time to time by the Company at its sole discretion. You understand and acknowledge that any future increments, promotions or any other incentives shall be based on your performance during employment and solely at the discretion of the Company.

3.3 The Company may offer certain employee benefits to you, subject to and in accordance with the applicable benefit plan(s), as may be amended from time to time. This includes insurance coverage such as Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance applicable during the employment with the Company. Female employees shall be entitled to maternity benefits as described in the Company's policies and procedures and subject to the terms provided therein.

3.4 The Company reserves the right to amend, alter or cease to provide (without compensation) any benefit (including any commission plan or incentive-based pay) at any time. You may request the Company for more information in relation to the currently applicable benefits.

3.5 You are entitled to leaves and public holidays in accordance with the company's employee policies and procedures.

### 4. WORK LOCATION AND HOURS OF WORK

4.1 You shall report to the Company's offices, currently located at **Chennai India**. The Company reserves the right to change the office location or relocate you, as may be desired by the Company from time to time.

4.2 The employee will be required to work minimum of 40 hours in a week in accordance with the Company Policy as may be framed by the Company from time to time. However; you may be required to work additional hours as and when necessary to properly and effectively perform your duties and responsibilities.

4.3 The Company may require you from time to time, to travel to locations in India or overseas and work out of client's/customer sites. The Company may also require you to engage in travel on behalf of the Company, and to work night



hours, required by the nature of the business of the Company. Reasonable and necessary professional expenses for travel and lodging, incurred by you, in furtherance of Company business, shall be reimbursed to you in accordance with the standard policies of the Company, as in effect from time to time, upon presentation of documentary evidence that is acceptable to the Company.

## 5. SECRECY & CONFIDENTIALITY

5.1 You shall not during or after termination of your employment with the Company, disclose, publish, disseminate or divulge to any person or entity, by word of mouth or otherwise, any Proprietary or Confidential Information. "Proprietary or Confidential Information" shall mean and include but not limited to, the Company's information, software (whether in object or source code), statistics, data, database (of clients), knowledge, trade secrets, intellectual property / inventions, know-how, processes, designs, drawings, charts, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters etc. of the Company, which is communicated to you or acquired by you or which may have come to your knowledge by virtue of being an employee of the Company, and might be of a nature not generally known to others operating in the Company's area of business. You acknowledge that the Company has explained that such Proprietary or Confidential Information is the valuable property of the Company and/or its customers and is critical to the business of the Company. Further, you shall not at any time, whether during or after the period of employment with the Company, use such Proprietary or Confidential Information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than the Company.

5.2 Notwithstanding the aforesaid provisions, you may disclose Proprietary or Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that you shall in such a case, give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

5.3 You shall return to the Company or to its nominees, Proprietary or Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Proprietary or Confidential Information which is in your possession, power and control as and when called upon by the Company and upon termination, not later than the date of termination of employment or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Proprietary or Confidential Information.

### 5.4 Protected Health Information (PHI)

Employee acknowledges that during the course of Employee's employment with the Company, Employee may have access to certain health and payment information of the Company's customers and their patients which is highly confidential and subject to special legal protection ("Protected Health Information"). Employee agrees to comply with, and abide by, all of the Company's policies and procedures, as modified from time to time, including without limitation those policies and procedures which: (i) set forth requirements for the appropriate use and disclosure of Protected Health Information, (ii) require compliance with administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of Protected Health Information, (iii) require reporting of any improper uses and disclosures of Protected Health Information, or security breaches involving Protected Health Information of which Employee becomes aware, and (iv) establish clearance procedures, access controls, and supervision requirements. During the term of this Agreement, Employee shall not use or disclose Protected Health Information except in compliance with the Company's policies and procedures as then in effect that governs the appropriate use and disclosure of Protected Health Information.

5.5 The obligations enumerated above shall always be binding on you, irrespective of whether you continue to be employed by the Company or not, and for a period of two (2) years following the date of termination of his/her employment with the Company.



## 6. INTELLECTUAL PROPERTY

6.1 You acknowledge the Company's proprietorship and sole ownership over all intellectual property i.e. any articles, events, invention, product, process, know-how, formula, design, concept, idea, data, data base, statistics, or any other creation which is discovered, developed, created or conceived by you during the term of your employment with the Company, related to any business of the Company.

6.2 You hereby irrevocably, absolutely and perpetually assign worldwide rights including proprietary rights / intellectual property rights (i.e. PHI, trade secret, data base, patent, copyright, trade name, trademark, design or application therefore, or any other commercial, industrial or intellectual property right of whatsoever nature, pertaining to any intellectual property) that subsist in you to the Company free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein shall revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You waive all your rights pertaining to such intellectual property which may not be assignable or transferable in law. You hereby undertake that no future claims, actions or demands will lie in respect of such waived rights pertaining to the intellectual property which may not be assignable or transferable in law.

6.3 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any intellectual property rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorney to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of intellectual property rights with the same force and effect as if executed and delivered by you. The Company reserves the right to appoint another attorney in lieu of the attorney as appointed hereinabove.

6.4 You represent and warrant that you not commit any plagiarism while in employment of the Company and will not use or integrate any third-party information, materials or data that are not validly licensed to the Company in the intellectual property that you generate. You further represent and warrant that you have not violated the intellectual property rights of any third party, and that you shall not violate the intellectual property rights of any third party in the course of your employment with Company. Provided that, in the event the Company is held liable for your plagiarism or violation of any intellectual property rights, you undertake to indemnify the Company or affiliate, against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

## 7. TERMINATION OF EMPLOYMENT

7.1 Your employment may be terminated at any time by either party by serving the other party, Thirty (30) days prior notice in writing. The Company may in its sole discretion, pay you basic pay in lieu of notice. If you have given a notice to resign from services, you are expected and required to diligently serve the entire notice period.

7.2 Notwithstanding the provisions of Clause 7.1 or anything else to the contrary, the Company may terminate your employment with immediate effect without notice or payment in lieu of notice, for any of the following reasons:

- a) fraudulent, dishonest or undisciplined conduct on your part;
- b) you are found to have willfully suppressed material information or misrepresented or provided false information at the time of interview, appointment or during employment;
- c) your breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's property;
- d) your insubordination or failure to comply with the directions given to you by your manager or any other authorized person;



- e) your insolvency or allegation / conviction for a criminal offence or you are found to be involved in any act which is punishable as an offence under the Indian Penal Code, 1860 within or outside the premises of the Company;
- f) your breach of the terms or conditions of this Agreement or the Company's policies and procedures or other directions of the Company;
- g) your unauthorized absence for a continuous period of 5 days from work (including due to unapproved overstay of leave/ training);
- h) you are conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients;
- i) any misconduct on your part as provided under labour laws or Company's policies and procedures

7.3 You shall retire from the Company upon reaching the age of 60 years. The Company however reserves the right to extend the retirement age. For determination of age, the details in the documents furnished by you at the time of joining will be deemed to be final.

7.4 The Company may set off any amounts owing and payable by you to the Company at the date of termination against any amount then payable to you by the Company.

7.5 If your employment is terminated by reason of the liquidation of the Company or in case of any reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganization of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and if you have been offered employment with the Company succeeding to the Company upon such event on terms no less favorable to you than the terms in effect under this Agreement then, you shall have no legal or contractual claim against the Company by reason of the termination of the employment.

7.6 Upon termination of your employment with the Company for any reason, the Company may require you to sign a release and waiver of claims at no additional consideration or payment.

## 8. AUTHORITY TO BIND THE COMPANY

8.1 Unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

8.2 You shall also 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.

## 9. SENSITIVE AND PERSONAL DATA OR INFORMATION (SPDI)

9.1 The Company may, in connection with your employment collect sensitive personal data or information ("SPDI") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means.

9.2 By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company's Privacy Policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and



procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

## **10. RESPONSIBILITY FOR LOSS OR DAMAGE CAUSED DUE TO NEGLIGENCE, MISCONDUCT ETC**

10.1 You shall be responsible for your act or conduct while your employment with the Company. If any loss or damage is caused to the Company, its consultants, advisors, employees, officers, directors or entities with which the Company has contracted, on account of the negligence, misbehavior or misconduct on your part, the Company shall be entitled to seek compensation for such damage or loss from you.

10.2 In case you fail to compensate the Company within ten (10) days of the demand so made by the Company, the Company shall be entitled to make deductions of the said amount from the remuneration payable to you by the Company in accordance with applicable laws and/or the Company reserves the right to subject you to strict disciplinary action including but not limited to termination of employment with the Company.

## **11. INDEMNITY**

You hereby indemnify and hold the Company harmless from and against any and all damages, loss, injury or liability for a claim of damage, loss or injury to person or property caused by or resulting from any of your act or omission to the Company, agents, principals or its employees or representatives which constitutes a breach of the term of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. NON-DISPARAGEMENT**

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

## **13. COMPANY'S POLICIES**

You shall comply with the Company's, Code of Conduct and any other policies, rules and procedures as may be drafted, enforced, amended and/or altered from time to time during your employment.

## **14. RETURN OF DOCUMENTS AND COMPANY PROPERTY**

14.1 On termination of your employment, you shall return to the Company all the assets and property documents, files, books, papers, information, memos, compact disks, data files or other computer programs, confidential information of the Company or any other property and equipment belonging to the Company in your possession or under your control (this includes all Proprietary or Confidential Information, intellectual property and any leased properties). You will be liable to pay damages including cost of such goods, equipment etc. as may have been provided to you by the Company in case you fail to return the same in good condition.

14.2 You shall also return to the Company any Letter of Authority or Power of Attorney on demand or on termination of your employment.

## **15. NOTICES**





15.1 Any notices, approvals or requests required or permitted to be given hereunder by either party to the other shall be given in writing and delivered: (1) by personal delivery; (2) by bonded courier or by a nationally recognized overnight delivery company; or (3) by electronic facsimile, with confirmation sent by any of the delivery methods in the preceding clauses (1) through (2) Notices shall be deemed given as of the day they are delivered. Notices from either party to the other must be given in writing to the respective addresses of the parties listed below (or to such other addresses as the parties may request in writing by notice given pursuant to this Paragraph 16):

**To the Company:**

athenahealth Technology Private Limited  
Regd. Office: #40, Module No. 3&4, 9th Floor  
A-Block, Global Infocity Park, Chennai, M.G.R Road  
Kandanchavadi, Perungudi  
Chennai – 600096, Tamil Nadu, India

**To the Employee:**

Yadhavaram Elango  
105, Balamurugan Kovil street  
Namakkal 638008  
Tamil Nadu

Along with a copy by email to:

[ahilegal@athenahealth.com](mailto:ahilegal@athenahealth.com)

15.2 You shall always keep the Company informed about your latest postal address and indicate in writing in case of a change in address.

15.3 Any communication sent to you by the Company at your last known address (as indicated by you) shall be deemed to have been duly served upon you in accordance with this Clause. In addition, you shall inform the Company, in writing, about any change in your name/sumame with supportive documents facilitating an update of Company's record and for taking up such administrative actions which may be necessary because of change in name/sumame etc.

## 16. GOVERNING LAW AND DISPUTE RESOLUTION

Your employment with the Company shall be governed and construed in accordance with the laws of India. Any dispute that may arise with respect to your employment or its terms shall be submitted for resolution by a sole arbitrator appointed jointly by the parties. The arbitration shall be governed by the Indian Arbitration & Conciliation Act, 1996. The award made by the sole arbitrator shall be binding on both parties. The language of the arbitration shall be English. The seat of the arbitration shall be Chennai. You agree to sign such further documents as required by the Company for the purposes of resolving any dispute by way of arbitration.

## 17. REPRESENTATIONS AND WARRANTIES

You hereby represent to the Company that:

- a. you are and shall continue to be legally permitted to reside and be employed in India;
- b. you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c. you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d. you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e. you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees;
- f. these terms and conditions are in all respects reasonable and necessary to protect the legitimate business interests of the Company;
- g. you have all requisite power and authority, and do not require the consent of any third party to accept our offer; and
- h. you are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person, organization or body corporate.

**Agreed and accepted:**

Signature:

● {{Sig\_es\_:signer1:signature}}

Name: Yadhavaram Elango

Date: May 20, 2020





HRD/3T/1000707099/20-21

December 2, 2020

Mr. Jeevanantham Murugan  
No.1, Anchaneyar Kovil Street,  
Pallipettai, Acharapakkam,  
Kanchipuram-603301  
India

*Gar*  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ph: +91-9087591925

Dear Jeevanantham,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Invalid

Digitally signed by Richard Lobo  
Date: 2020.12.02 17:35:29 IST  
Reason: O...  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000707099/20-21

December 2, 2020

Mr. Jeevanantham Murugan  
No.1, Anchaneyar Kovil Street,  
Pallipettai, Acharapakkam,  
Kanchipuram-603301  
India

Ph: +91-9087591925

Dear Jeevanantham,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be **04-Jan-2021**.

#### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

#### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.



### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

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



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.





**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Karthick Raja Suriyanarayananasamy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



Dr. G.K. Rajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015



**ANNEXURE - II**  
 (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)																					
NAME	Mr. Karthick Raja Suriyanarayanamy																				
ROLE	Systems Engineer																				
ROLE DESIGNATION	Systems Engineer Trainee																				
<b>1. MONTHLY COMPONENTS</b>																					
BASIC SALARY	15,000																				
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<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>																				
<b>2. ANNUAL COMPONENT</b>																					
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150																				
<b>3. RETIRAL BENEFITS</b>																					
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<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>																				
<b>4. INCENTIVE COMPONENTS</b>	<table border="1"> <thead> <tr> <th></th> <th>At an indicative Payout of 5%</th> <th>At indicative Payout of 10%</th> <th>At indicative Payout of 20%</th> </tr> </thead> <tbody> <tr> <td>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</td> <td align="center">1,250</td> <td align="center">2,500</td> <td align="center">5,000</td> </tr> <tr> <td><b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b></td> <td align="center" colspan="3"><b>26,250</b></td> </tr> <tr> <td><b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b></td> <td align="center" colspan="3"><b>27,500</b></td> </tr> <tr> <td><b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b></td> <td align="center" colspan="3"><b>30,000</b></td> </tr> </tbody> </table>		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>			<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>			<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		
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December 28, 2020

HRD/3T/1000706702/20-21

Mr. Karthick Raja Suriyanarayananasamy  
29, Rajendra Main Road,  
Karimeedu,  
Madurai-625016  
India



Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ph: +91-9894427880

Dear Karthick Raja,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Certificate signed by: Richard Lobo  
rdlobo\_@infosys.com

Digitally signed by: Richard Lobo  
Date: 2020.12.28 20:25:25 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



HRD/1000706702/20-21

December 28, 2020

Mr. Karthick Raja Suriyanarayananasamy  
29, Rajendra Main Road,  
Karimedu,  
Madurai-625016  
India

Ph: +91-9894427880

Dear Karthick Raja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### **Joining**

Your scheduled date of employment with us will be **25-Jan-2021**.

#### **Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

#### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

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



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.





**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Karthick Raja Suriyanarayananasamy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

Dr. G.K. Rajesh  
 Placement Officer  
 Rajarajeswari College of Engineering  
 0825 613



**ANNEXURE - II**  
 (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Karthick Raja Suriyanarayananasamy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>	
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>	
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>	
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



389

*Askus*

**Infosys**<sup>®</sup>  
Navigate your next

HRD/3T/1000706718/20-21

December 2, 2020

Ms. Ramachandrika Babu  
7/1140-A, Maharishi Aravindar Street, Eb Colony,  
Nagamalai Pudukottai  
Madurai-625019  
India

Dr. G.E. Ramesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ph: +91-9940768578

Dear Ramachandrika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2020.12.02 13:10:47 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

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



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.





**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Karthick Raja Suriyanarayananamy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

*Dr. G.K. Ramesh*

Placement Officer  
 Dr. G.K. Ramesh College of Engineering  
 2015

**ANNEXURE - II**  
 (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Karthick Raja Suriyanarayananasamy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





*Bar*



Date: 23/09/2019

Gayathri Devi  
Flat No 407

*Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015*

5th Block, B-Wing  
Skyline Apts Chandra Layout, Vijayanagar  
Bangalore -560072  
Contact Number -9886945979

Dear Gayathri Devi,

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Software Developer, in band 06G to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

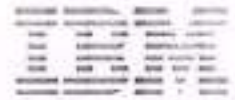
At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.









and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

To facilitate your induction, an IBM Connections program is designed to help assist new joinees with their initial transition into IBM. You will receive more information about the Connections Program and your Connections Advisor upon your joining IBM as a regular employee after you have successfully completed the trainee program.

The other terms and conditions of the offer are as follows:

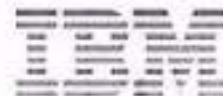
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.





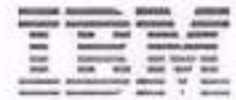
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
  - o The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - o You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - o You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - o You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - o You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.





- o Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medisclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.





- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com). To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 – (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25,000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time Premium Component of INR 50000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same





month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015



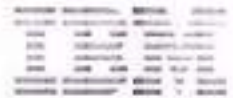
IBM CONFIDENTIAL

ANNEXURE A

DATE	July, 25, 2020		
NAME	Gayathri Devi	BAND	06C
DESIGNATION	Software Developer	LOCATION	Bangalore
<u>Compensation Components</u>		<u>BM Offer (in NR)</u>	
1. Annual Basic Salary		306165	
2. Standard Flexible Benefit Plan			
I. House Rent Allowance (HRA)		183699	
II. Leave Travel Assistance (LTA)		51028	
III. Conveyance Allowance		38400	
3. Optional Flexible Benefit Plan		94272	
4. Annual Reference Salary (ARS)		673564	
5. Retirals			
a) Provident Fund (PF)		36740	
b) Gratuity		14696	
6. Annual Reference Salary + Retirals		725000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.



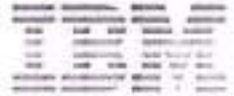


The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediciam Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory  
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

.....  
PRINTED NAME

.....  
DATE OF JOINING

.....  
DATE

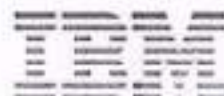
VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

.....  
PRINTED NAME

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DATE





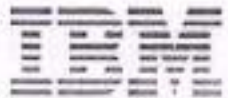
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked
Flexible Benefit Plan (FBP = 2+3)	The FBP is a basket of standard and optional benefits. It allows employees to choose from a basket of benefits that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below
(2) Standard FBP Components	
(i) House Rent Allowance (HRA)	HRA of an amount equivalent to 60% of the basic salary will be paid every month (subject to availability of balance in the FBP entitlement)
(ii) Leave Travel Assistance (LTA)	LTA will be paid every month (subject to availability of balance in the FBP entitlement). Income tax exemptions shall be provided as per the provisions of Income Tax Act, 1961 for travelling within India, twice in a block of 4 years
(iii) Conveyance Allowance	Fixed conveyance allowance (subject to availability of balance in the FBP entitlement) as applicable to your band will be paid. However, the same will not be provided in case one opts for car lease program
3) Optional FBP Components	Optional components will include allowances such as Company Lease Car, National Pension Scheme, Meal Card etc. Further details about the optional allowances will be available to you upon joining IBM in the FBP policy page
Flat allowance	Any un-apportioned amount under FBP plan shall be paid as "Flat allowance"
4. Annual Reference Salary	<b>Annual Basic Salary + Annual FBP</b>
5. Retirals	These elements of compensation are not paid out until later when certain conditions are met
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund
(b) Gratuity	Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company or such other scenarios permitted under law. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 20,00,000.00)
ESIC & Statutory Bonus	Additionally, you may be eligible under ESIC and /or Statutory Bonus as per the provisions of the respective laws

\*For detailed information please refer to Company policies, which are subject to change from time to time

\*\*Any reference to any Acts, Rules or other laws shall be deemed to refer to any amendments, replacements or successors to such Acts, Rules or other laws, as applicable. IBM's decision in this respect shall be final.



## IBM CONFIDENTIAL

### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a family floater cover of INR 4 Lakh per year. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 11 Lakh per year (incremental premium to be borne completely by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

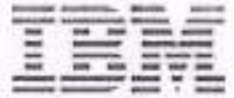
##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

##### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.





#### National Pension System (NPS)

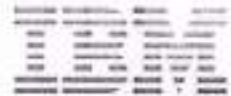
NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM Intranet.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having been under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*"For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal, change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees."*



IBM CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : ..... Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

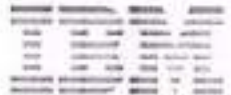
1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.





I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.





I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment,





any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74143DL1998PLC045296

Technology Hub, Special Economic Zone

Plot No. - 7A, Sector 120, MIDC, 291 304, UP, India.

Tel: +91 (0) 20 61233007 Fax: +91 (0) 20 4680030

Registered Office: 8th Siddharth, 9C Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**OFFER & APPOINTMENT LETTER**

Offer Release Date: September 1, 2020

Dear Ayswaryaa R,  
#10,Thirupathi Majestic,Municipal Office , Hosur,  
Tamil Nadu, India, 635103

Dear Ayswaryaa R, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 7, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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

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**HCL**



HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLCM6369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

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

www.hcltech.com

www.hcl.com

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## Annexure 1

## COMPENSATION PLAN

COMPENSATION PLAN	
Name	Ayswaryaa R
Band	E1
Designation	Software Engineer
City	Chennai
Monthly Components (in INR)	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
TOTAL: Monthly	31,834
TOTAL: Monthly Components : Annualized	382,006
Retirals & Other Benefits (in INR)	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
TOTAL : Retirals	40,744
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
TOTAL: Variable Components	52,250
<b>COST TO COMPANY</b>	<b>4,75,000</b>
Flexi Basket Details	
	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-



*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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

**2. Medical Check up**

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

**3. HCLT Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining.

**HCL TECHNOLOGIES LTD.**

Corporate Identification Number: L74140DL1991PLC046389

B-39, Sector 1, NOIDA 201 301, UP, India.

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

www.hcltech.com

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The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

**4. Increments and promotions**

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

**5. Notice Period/ Separation**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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

**6. Agreements**

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

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

**7. Background and Reference Check**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

**8. Working Hours**



**HCL TECHNOLOGIES LTD.**

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

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www.hcl.com

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

**9. Mobility**

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

**10. Deputation/ Transfer**

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

**11. Retirement**

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

**12. Other benefits**

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

**13. Correctness of the Details Furnished**

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

**14. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.



- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

#### 15. Other Rules and Regulations of the Company

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

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

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

#### Annexure III

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1.	Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2.	Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.
<b>Things to Remember</b>	
1.	The information provided in Resume and background verification form must be same.
2.	Information provided in background verification form must be accurate.



3. Period of stay mentioned in the background verification form should be correct and in continuation [without any GAP].

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

#### List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

#### Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
-------	----------	---------

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1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

- + **Disclaimer:**
- + *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*



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The details for each component falling under these heads are explained as following:

### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

### Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### RETIRALS & INSURANCES BENEFIT



You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount



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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: #10,Thirupathi Majestic,Municipal Office , Hosur,  
Tamil Nadu, India, 635103  
Email ID: ayswaryaaravi@gmail.com  
Telephone Number: +91 8056996332

HCL TECHNOLOGIES LTD.

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Technology Hub: Special Economic Zone

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HRM0114349

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



## OFFER & APPOINTMENT LETTER

Offer Release Date: October 6, 2020

Dear Gokulnath K,  
15-1-10/5, Ramachandra Nagar,  
Opp Taluk office, Bodinayakkanur,, Theni,  
Tamil Nadu, India, 625513

Dear Gokulnath K, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 8, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**Annexure 1****COMPENSATION PLAN**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	Gokulnath K
<b>Band</b>	E1
<b>Designation</b>	Software Engineer
<b>City</b>	Chennai
<b>Monthly Components (In INR)</b>	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
<b>TOTAL: Monthly</b>	<b>31,834</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>382,006</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
<b>TOTAL : Retirals</b>	<b>40,744</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (In Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
<b>TOTAL: Variable Components</b>	<b>52,250</b>
<b>COST TO COMPANY</b>	<b>4,75,000</b>
<b>Flexi Basket Details</b>	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-



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<b>TOTAL : Annual Flexi Basket</b>	
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
1. Flexi Basket is only applicable in E2+ employees	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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

**2. Medical Check up**

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

**3. HCLT Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

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

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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

#### 6. Agreements

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

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

#### 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

#### 8. Working Hours



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

**9. Mobility**

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

**10. Deputation/ Transfer**

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

**11. Retirement**

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

**12. Other benefits**

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

**13. Correctness of the Details Furnished**

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

**14. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by



the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

#### 15. Other Rules and Regulations of the Company

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

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

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

#### Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 15, if company is active, employer's active address.	
<b>Things to Remember</b>	
1. The information provided in Resume and background verification form must be same.	



2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (Immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

**HCL TECHNOLOGIES LTD.**

Corporate Identification Number: L74140DL1991PLD046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 606 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City-2 Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

+ **Disclaimer:**

- + *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*



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The details for each component falling under these heads are explained as following:

### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

### **Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.



### RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.



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- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal income tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 15-1-10/5, Ramachandra Nagar,  
Opp Taluk office, Bodinayakkanur,, Theni,  
Tamil Nadu, India, 625513  
Email ID: gokulnk96@gmail.com  
Telephone Number: +91 9994835735

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1891PLD060268

Technology Park, Sector 10, Gurgaon, Haryana

Plot No. 34, Sector 121, NOIDA-201 304, UP, India.

T +91 120 6170000 F +91 120 4563000

Registered Office: 838 Sadhna, 86, Mehra Place, New Delhi-110019, India.

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Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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## OFFER & APPOINTMENT LETTER

Offer Release Date: September 1, 2020

Dear Kavusalya S,  
9/1, M.S. Ramasamy, Periapullampatti, Aruppukottai,  
Tamil Nadu, India, 626101

Dear Kavusalya S, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 7, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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

HCL Confidential

**HCL**



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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Annexure 1**

**COMPENSATION PLAN**

Name		Kavusalya R
Band		E1
Designation		Software Engineer
City		Chennai
Monthly Components (in INR)		
Basic Salary		15,243
House Rent Allowance		7,622
Advance Statutory Bonus		-
Food Wallet		2,000
Holiday Allowance		4,166
Flexi Basket*		-
Compensatory Allowance		2,803
TOTAL: Monthly		31,834
TOTAL: Monthly Components : Annualized		382,006
Retirals & Other Benefits (in INR)		
Provident Fund		21,950
Medical Insurance Premium/ESIC		10,000
Gratuity		8,794
TOTAL : Retirals		40,744
Variable Components (in INR)		
Performance Bonus (in Rs.)		28,500
Engagement PB (paid monthly) @ 100% achievement levels		23,750
TOTAL: Variable Components		52,250
<b>COST TO COMPANY</b>		<b>4,75,000</b>
Flexi Basket Details		Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges		-
Leave Travel Assistance / Allowance		-
Car Lease Rental		-
TOTAL : Annual Flexi Basket		-



*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

Insurance & Medical Benefits (In INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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

**2. Medical Check up**

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

**3. HCLT Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

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

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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

#### 6. Agreements

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

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

#### 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

#### 8. Working Hours



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

#### 9. Mobility

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

#### 10. Deputation/ Transfer

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

#### 11. Retirement

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

#### 12. Other benefits

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

#### 13. Correctness of the Details Furnished

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

#### 14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.



- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

#### 15. Other Rules and Regulations of the Company

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

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

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1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
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Additional documents (To be submitted on request – Only if required)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.	
<b>Things to Remember</b>	
1. The information provided in Resume and background verification form must be same.	
2. Information provided in background verification form must be accurate.	



3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
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- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/poring etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

#### Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
-------	----------	---------

1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

## ANNEXURE IV

**EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

+ **Disclaimer:**

- + *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*



The details for each component falling under these heads are explained as following:

### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

### Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### RETIRALS & INSURANCES BENEFIT



You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by insurer for a disability shall depend on nature of the disability. The amount



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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: #10,Thirupathi Majestic,Municipal Office , Hosur,

Tamil Nadu, India, 635103

Email ID: ayswaryaaravi@gmail.com

Telephone Number: +91 8056996332

*Dr. G.K. Rajjesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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**OFFER & APPOINTMENT LETTER**

Offer Release Date: September 1, 2020

Dear Lavanya V,  
2/45, Gandhinagar, 15th ward  
Thammampatty, Salem,  
Tamil Nadu, India, 636113

Dear LAVANYA V, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 7, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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



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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
**For HCL Technologies Ltd.**



Amrita Das

Vice President, Head-Global Rewards

*Bas*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**Annexure 1****COMPENSATION PLAN**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	LAVANYA V
<b>Band</b>	E1
<b>Designation</b>	Software Engineer
<b>City</b>	Chennai
<b>Monthly Components (in INR)</b>	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
<b>TOTAL: Monthly</b>	<b>31,834</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>382,006</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
<b>TOTAL : Retirals</b>	<b>40,744</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
<b>TOTAL: Variable Components</b>	<b>52,250</b>
<b>COST TO COMPANY</b>	<b>4,75,000</b>
<b>Flexi Basket Details</b>	
	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>



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*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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

**2. Medical Check up**

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

**3. HCLT Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

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

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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

#### 6. Agreements

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

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

#### 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

#### 8. Working Hours



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

#### 9. Mobility

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

#### 10. Deputation/ Transfer

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

#### 11. Retirement

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

#### 12. Other benefits

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

#### 13. Correctness of the Details Furnished

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

#### 14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.



- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 15. Other Rules and Regulations of the Company

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

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

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

### Annexure III

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1.	Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2.	Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.
<b>Things to Remember</b>	
1.	The information provided in Resume and background verification form must be same.
2.	Information provided in background verification form must be accurate.



3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

#### List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

#### Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
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3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
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9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

+ **Disclaimer:**

- + *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*



The details for each component falling under these heads are explained as following:

### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

### **Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### **RETIRALS & INSURANCES BENEFIT**



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Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount



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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting or aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: #10,Thirupathi Majestic,Municipal Office , Hosur,  
Tamil Nadu, India, 635103  
Email ID: ayswaryaaravi@gmail.com  
Telephone Number: +91 8056996332**

HCL TECHNOLOGIES LTD.

Corporate Identity Number: C71140DL1891FL0246266

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201304, UP, India.

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Registered Office: 800 Siddharth, 96, Nehru Place, New Delhi-110029, India

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**OFFER & APPOINTMENT LETTER**

**Offer Release Date: October 1, 2020**

Dear Ramya R,  
4c,1st cross street,sathy road,kavindapadi,Erode-6, Erode,  
Tamil Nadu, India, 638455

Dear Ramya R, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 8, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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

HCL Confidential

**HCL**



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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.



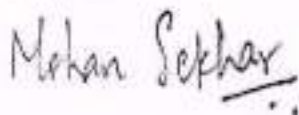
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	25,000
<b>(D) Additional Benefits</b>	
Gratuity as per law# + Insurance Premium (notional value)	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

#### (C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.



**Note: For International Worker Only\***

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture changes. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.



## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

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Dr. G.K. Rajajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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## OFFER & APPOINTMENT LETTER

Offer Release Date: September 1, 2020

Dear Vaishnavi R,  
3/5, Pillayar Kovil Street, 6th ward  
Oormetchikulan, Madurai,  
Tamil Nadu, India, 625402

Dear VAISHNAVI R, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 7, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 4,75,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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



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Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India

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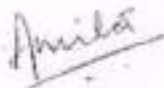
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

*Dr. G.K. Rajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**Annexure 1****COMPENSATION PLAN**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	<b>VAISHNAVI R</b>
<b>Band</b>	<b>E1</b>
<b>Designation</b>	<b>Software Engineer</b>
<b>City</b>	<b>Chennai</b>
<b>Monthly Components (in INR)</b>	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
<b>TOTAL: Monthly</b>	<b>31,834</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>382,006</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
<b>TOTAL : Retirals</b>	<b>40,744</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (In Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
<b>TOTAL: Variable Components</b>	<b>52,250</b>
<b>COST TO COMPANY</b>	<b>4,75,000</b>
<b>Flexi Basket Details</b>	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>



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*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

Insurance & Medical Benefits (In INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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

**2. Medical Check up**

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

**3. HCLT Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining.

**HCL TECHNOLOGIES LTD.**

Corporate Identification Number: L741400L1991PLC046369

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The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

**4. Increments and promotions**

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

**5. Notice Period/ Separation**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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

**6. Agreements**

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

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

**7. Background and Reference Check**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

**8. Working Hours**



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

#### 9. Mobility

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

#### 10. Deputation/ Transfer

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

#### 11. Retirement

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

#### 12. Other benefits

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

#### 13. Correctness of the Details Furnished

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

#### 14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.



- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 15. Other Rules and Regulations of the Company

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

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

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

### Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.	
<b>Things to Remember</b>	
1. The information provided in Resume and background verification form must be same.	
2. Information provided in background verification form must be accurate.	



3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

#### List of Documents required for joining / Induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (Immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

#### Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
-------	----------	---------

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1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1st Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

+ **Disclaimer:**

- + *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*



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The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

**Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

**RETIRALS & INSURANCES BENEFIT**



You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount



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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting or aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: #10,Thirupathi Majestic,Municipal Office , Hosur,  
Tamil Nadu, India, 635103

Email ID: ayswaryaaravi@gmail.com

Telephone Number: +91 8056996332



GENESYS

*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Genesys Telecom Labs India Pvt Ltd.  
SP Infocity, 4th Floor, Block C,  
Plot No. 40, MGR Salai, Kandanchavadi,  
Perungudi, Chennai – 600 096  
CIN: 72400TN2011FTC102576  
T +91 44 40193400  
www.genesys.com

**PRIVATE AND CONFIDENTIAL**

19 August 2020

Ms. Aro Robina Kiruthi,  
Chennai

Dear Aro Robina,

**1. LOCATION / PLACE OF POSTING**

Your initial work location will be **Chennai**. But based on Organization and business imperatives, you can be transferred to any Organization location anywhere in India or abroad.

**2. DESIGNATION & JOINING DETAILS**

You will be designated as **Associate Software Engineer** as per internal grades of the Organization and date of joining as **September 01<sup>st</sup>, 2020**.

**3. COMPENSATION DETAILS**

Your compensation details are provided in Annexure 1 and 2. All the elements of compensation including benefits and perquisites are governed by applicable policies/procedures and rules and regulations and these are available with the Human Resources Department.

**4. EDUCATION COURSE COMPLETION**

Your employment is subject to the completion of the last pursued education course which includes graduation and/or post-graduation. There can be unique circumstances wherein the final examinations are not completed and/or the course results are awaited by the time you join the organization. For such scenarios, it is important that you complete the final exams and in turn, the education course while being in employment with the organization failing which your employment shall result in an immediate termination at the very first instance. You are obligated to keep the management and HR informed about this in writing and shall provide all the necessary details beforehand till the education course has been fully completed and the results are duly submitted by you to HR.

**5. PROBATION and CONFIRMATION**

You will be on probation for a period of six (6) months from the start date of appointment. At the end of this period, you shall deem to be 'Confirmed' until and unless you are communicated otherwise in writing. Your



probationary period may be extended in writing if either your conduct or performance falls short of expectation during the initial period of probation or for another six months or for a shorter period purely at the discretion of the Organization. In the event your conduct and performance is found unsatisfactory and if it falls short of expectation either during initial probationary period or during extended period of probation your services are liable to be terminated without assigning any reason.

## 6. TERMINATION & NOTICE PERIOD

The notice period applicable to you will be one month during probation; and upon confirmation two months' notice period will be applicable. Either party may terminate this relationship by giving due notice as specified. However, if you choose to terminate this relationship, the Organization reserves the right to relieve you at its sole discretion before the expiry of the notice period. If you have been provided a relocation or notice period buy out and you resign from the company within 12 months from the date of joining, the full (100%) provided towards relocation and notice period buy out (at actuals) will be recovered within 30 days from resignation.

## 7. GENERAL SERVICE CONDITIONS

As part of your employment, you are expected to comply with standards of business behaviour conforming to the code of conduct guidelines contained in various policies/procedures/rules and regulations. You are required to specifically note the following:

- a. You will be wholly and exclusively in the employment of the Organization and are not permitted to carry on any other business, profession or employment. You will have to obtain prior written permission from the Managing Director before undertaking any teaching, training or writing assignment and would ensure that views expressed by you in the media/publications are strictly your personal views.
- b. You will maintain confidentiality of all Organization proprietary information including customer information, patents, etc, unless disclosure is specifically required for statutory purposes.
- c. Any violation of code of conduct / acts of criminal offense and moral turpitude would invite appropriate disciplinary action including termination of employment.

## 8. RETIREMENT

You will retire from the services of the Organization upon attainment of fifty-eight years of age. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.



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T +91 44 40193400  
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## 9. STATEMENT OF FACTS

If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you are incorrect and/or this agreement of service has been obtained by misrepresentation of facts, the Organization shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

## 10. JOINING and VALIDITY OF THIS OFFER

Your joining and commencement of employment is subject to the successful completion of criminal check and favourable results on background verification(s). An Authorised agency will conduct internal and external background checks. This includes but is not limited to verification of your education, criminal records, and employment history. This background verification process includes personal and professional information provided by you, therefore we request you to provide all the necessary relevant documents to HR department as per the background verification process requirement.

If results of your criminal checks are unfavourable, then you will be liable to disciplinary action including immediate cancellation of this offer letter without any liability of whatsoever nature to Genesys.

Post clear criminal checks and any time after your joining Genesys there is a discovery that there is a discrepancy in the data provided or the copies of the documents/ certificates as a proof by you as stated aforesaid and/or if the background verification process reveal unfavourable results, Genesys reserves the right to hold your salary and to take disciplinary actions which inter alia include immediate termination of your employment without notice or any liability.

In view of the present circumstances brought about by the COVID-19 pandemic, we understand that there could be a delay in processing the necessary clearance from relevant government agencies. Hence please note that your joining date may be extended by us in the event there are delays in successful completion of the said criminal checks and background verifications beyond the commencement date of your employment.

Note: Based on certain business requirement and statutory rules Genesys may initiate certain additional checks during your tenure in Genesys and by accepting this offer you agree to undergo such additional checks. Genesys will not take any individual approval for the same.





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[www.genesys.com](http://www.genesys.com)

## 11. APPLICABILITY OF OTHER AGREEMENTS

The Organization has a policy of sponsoring certain employees for technical training assignments with the Genesys Telecom Labs Group Companies/ Organization's Technical Collaborators or any other Institutions/ Organizations in India or abroad. Should you be selected for such an assignment, you will diligently and beneficially take part in such assignments. Further, all expenses towards travel, accommodation and other related expenses (excluding any personal expenses) for such training(s) shall be borne by the Organization.

## 12. INTELLECTUAL PROPERTY RIGHTS, NON-DISCLOSURE AND CONFLICT OF INTEREST UNDERTAKING

In line with Organization policy, you will be required to sign an undertaking on the date of your joining on Intellectual Property Rights, Non-Disclosure and Conflict of Interest.

*We look forward to you joining us and take this opportunity to wish you many years of a rewarding and mutually enriching association with Genesys Telecom Labs India Private Limited.*

Thanking you,

Sincerely,

Kristie Twomey  
Vice President – Human Resources, APAC

I accept the above-mentioned offer and will join the Organization on or before

Name:

Signature:

Date:

### Annexure 1

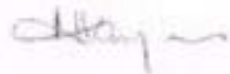
<u>Remuneration Details</u>	
Basic Salary	₹ 2,43,600
House Rent Allowance (HRA)	₹ 97,440
Flexible Basket	₹ 2,38,960
<b>Total Base Salary</b>	<b>₹ 5,80,000</b>
Provident Fund - Employer Contribution	₹ 29,232
Gratuity	₹ 11,717
Retirals	₹ 40,949
<b>Total Fixed Pay</b>	<b>₹ 6,20,949</b>

(1) The flexible basket is administered in line with the flexible basket policy guidelines.

Apart from the **Total Fixed Pay** as specified above, you will be eligible to receive an annual on-target bonus (Gencentive) of 7% of Total Base Salary, which is currently ₹ 40,600/-. Payouts will be determined basis the Organization guidelines as applicable.

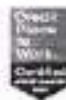
#### Coverage under Group Medical Insurance and Personal Accident Insurance schemes

In addition to the above, you will also be eligible for coverage under the Group Medical Insurance and Personal Accident scheme. Your entitlements under the above scheme will be governed by Organization policy.



**Kristie Twomey**  
 Vice President – Human Resources, APAC





## Annexure 2

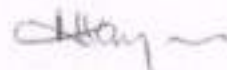
### Components in Flexible Benefits Pay (FBP) \*:

1. **Leave Travel Allowance (LTA)** - Employee can claim for personal travel expenses in India, the amount will be tax exempt subject to submission of original receipts and LTA guidelines
2. **Children Education Allowance** - Employee can opt for education allowance for school going children up to a maximum of INR 100 per child per month and Children Hostel Allowance up to INR 300 per child per month, limited to a maximum of two children
3. **Meal card:** Employee can opt for meal card value either of INR 1500 or INR 2200 per month
4. **Car Maintenance, Fuel and Driver Salary:** Exemption on car maintenance/Fuel and driver salary, can be claimed as reimbursements, as defined below:

Car CC	Car fuel/Maintenance (per month)	Driver Salary (Per month)	Total Per month
< 1600 CC	INR 1800	INR 900	INR 2700
> 1600 CC	INR 2400	INR 900	INR 3300

5. **Special Allowance-** The remaining amount in FBP, after deducting all the above as opted for by employee, is considered as special allowance, and shall be taxable as applicable

*\* It is to be noted that the above components are subject to change as per the Income Tax guidelines. Also, if the new tax regime is selected, then all the above components shall be taxed.*



Kristie Twomey  
 Vice President – Human Resources, APAC



GENESYS

*Dr. G.K. Rajjesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Genesys Telecom Labs India Pvt Ltd.  
SP Infocity, 4th Floor, Block C,  
Plot No. 40, MGR Salai, Kandanchavadi,  
Perungudi, Chennai – 600 096  
CIN: 72400TN2011FTC102578  
T +91 44 40193400  
[www.genesys.com](http://www.genesys.com)

**PRIVATE AND CONFIDENTIAL**

19 August 2020

Ms. S. Manonmani,  
Chennai

Dear Manonmani,

**1. LOCATION / PLACE OF POSTING**

Your initial work location will be **Chennai**. But based on Organization and business imperatives, you can be transferred to any Organization location anywhere in India or abroad.

**2. DESIGNATION & JOINING DETAILS**

You will be designated as **Associate Software Engineer** as per internal grades of the Organization and date of joining as **September 01<sup>st</sup>, 2020**.

**3. COMPENSATION DETAILS**

Your compensation details are provided in Annexure 1 and 2. All the elements of compensation including benefits and perquisites are governed by applicable policies/procedures and rules and regulations and these are available with the Human Resources Department.

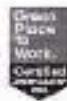
**4. EDUCATION COURSE COMPLETION**

Your employment is subject to the completion of the last pursued education course which includes graduation and/or post-graduation. There can be unique circumstances wherein the final examinations are not completed and/or the course results are awaited by the time you join the organization. For such scenarios, it is important that you complete the final exams and in turn, the education course while being in employment with the organization failing which your employment shall result in an immediate termination at the very first instance. You are obligated to keep the management and HR informed about this in writing and shall provide all the necessary details beforehand till the education course has been fully completed and the results are duly submitted by you to HR.

**5. PROBATION and CONFIRMATION**

You will be on probation for a period of six (6) months from the start date of appointment. At the end of this period, you shall deem to be 'Confirmed' until and unless you are communicated otherwise in writing. Your





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probationary period may be extended in writing if either your conduct or performance falls short of expectation during the initial period of probation or for another six months or for a shorter period purely at the discretion of the Organization. In the event your conduct and performance is found unsatisfactory and if it falls short of expectation either during initial probationary period or during extended period of probation your services are liable to be terminated without assigning any reason.

## 6. TERMINATION & NOTICE PERIOD

The notice period applicable to you will be one month during probation; and upon confirmation two months' notice period will be applicable. Either party may terminate this relationship by giving due notice as specified. However, if you choose to terminate this relationship, the Organization reserves the right to relieve you at its sole discretion before the expiry of the notice period. If you have been provided a relocation or notice period buy out and you resign from the company within 12 months from the date of joining, the full (100%) provided towards relocation and notice period buy out (at actuals) will be recovered within 30 days from resignation.

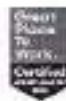
## 7. GENERAL SERVICE CONDITIONS

As part of your employment, you are expected to comply with standards of business behaviour conforming to the code of conduct guidelines contained in various policies/procedures/rules and regulations. You are required to specifically note the following:

- a. You will be wholly and exclusively in the employment of the Organization and are not permitted to carry on any other business, profession or employment. You will have to obtain prior written permission from the Managing Director before undertaking any teaching, training or writing assignment and would ensure that views expressed by you in the media/publications are strictly your personal views.
- b. You will maintain confidentiality of all Organization proprietary information including customer information, patents, etc, unless disclosure is specifically required for statutory purposes.
- c. Any violation of code of conduct / acts of criminal offense and moral turpitude would invite appropriate disciplinary action including termination of employment.

## 8. RETIREMENT

You will retire from the services of the Organization upon attainment of fifty-eight years of age. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.



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[www.genesys.com](http://www.genesys.com)

## 9. STATEMENT OF FACTS

If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you are incorrect and/or this agreement of service has been obtained by misrepresentation of facts, the Organization shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

## 10. JOINING and VALIDITY OF THIS OFFER

Your joining and commencement of employment is subject to the successful completion of criminal check and favourable results on background verification(s). An Authorised agency will conduct internal and external background checks. This includes but is not limited to verification of your education, criminal records, and employment history. This background verification process includes personal and professional information provided by you, therefore we request you to provide all the necessary relevant documents to HR department as per the background verification process requirement.

If results of your criminal checks are unfavourable, then you will be liable to disciplinary action including immediate cancellation of this offer letter without any liability of whatsoever nature to Genesys.

Post clear criminal checks and any time after your joining Genesys there is a discovery that there is a discrepancy in the data provided or the copies of the documents/ certificates as a proof by you as stated aforesaid and/or if the background verification process reveal unfavourable results, Genesys reserves the right to hold your salary and to take disciplinary actions which inter alia include immediate termination of your employment without notice or any liability.

In view of the present circumstances brought about by the COVID-19 pandemic, we understand that there could be a delay in processing the necessary clearance from relevant government agencies. Hence please note that your joining date may be extended by us in the event there are delays in successful completion of the said criminal checks and background verifications beyond the commencement date of your employment.

Note: Based on certain business requirement and statutory rules Genesys may initiate certain additional checks during your tenure in Genesys and by accepting this offer you agree to undergo such additional checks. Genesys will not take any individual approval for the same.





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## 11. APPLICABILITY OF OTHER AGREEMENTS

The Organization has a policy of sponsoring certain employees for technical training assignments with the Genesys Telecom Labs Group Companies/ Organization's Technical Collaborators or any other Institutions/ Organizations in India or abroad. Should you be selected for such an assignment, you will diligently and beneficially take part in such assignments. Further, all expenses towards travel, accommodation and other related expenses (excluding any personal expenses) for such training(s) shall be borne by the Organization.

## 12. INTELLECTUAL PROPERTY RIGHTS, NON-DISCLOSURE AND CONFLICT OF INTEREST UNDERTAKING

In line with Organization policy, you will be required to sign an undertaking on the date of your joining on Intellectual Property Rights, Non-Disclosure and Conflict of Interest.

*We look forward to you joining us and take this opportunity to wish you many years of a rewarding and mutually enriching association with Genesys Telecom Labs India Private Limited.*

Thanking you,

Sincerely,

Kristie Twomey  
Vice President - Human Resources, APAC

I accept the above-mentioned offer and will join the Organization on or before

Name:

Signature:

Date:



*B.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



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### Annexure 1

<u>Remuneration Details</u>	
Basic Salary	₹ 2,43,600
House Rent Allowance (HRA)	₹ 97,440
Flexible Basket	₹ 2,38,960
<b>Total Base Salary</b>	<b>₹ 5,80,000</b>
Provident Fund - Employer Contribution	₹ 29,232
Gratuity	₹ 11,717
Retirals	₹ 40,949
<b>Total Fixed Pay</b>	<b>₹ 6,20,949</b>

(1) The flexible basket is administered in line with the flexible basket policy guidelines.

Apart from the **Total Fixed Pay** as specified above, you will be eligible to receive an annual on-target bonus (Gencentive) of 7% of Total Base Salary, which is currently ₹ 40,600/-. Payouts will be determined basis the Organization guidelines as applicable.

#### Coverage under Group Medical Insurance and Personal Accident Insurance schemes

In addition to the above, you will also be eligible for coverage under the Group Medical Insurance and Personal Accident scheme. Your entitlements under the above scheme will be governed by Organization policy.

*Kristie Twomey*

Kristie Twomey  
Vice President – Human Resources, APAC



## Annexure 2

### Components in Flexible Benefits Pay (FBP) \*:

1. **Leave Travel Allowance (LTA)** - Employee can claim for personal travel expenses in India, the amount will be tax exempt subject to submission of original receipts and LTA guidelines
2. **Children Education Allowance** - Employee can opt for education allowance for school going children up to a maximum of INR 100 per child per month and Children Hostel Allowance up to INR 300 per child per month, limited to a maximum of two children
3. **Meal card:** Employee can opt for meal card value either of INR 1500 or INR 2200 per month
4. **Car Maintenance, Fuel and Driver Salary:** Exemption on car maintenance/Fuel and driver salary, can be claimed as reimbursements, as defined below:

Car CC	Car fuel/Maintenance (per month)	Driver Salary (Per month)	Total Per month
< 1600 CC	INR 1800	INR 900	INR 2700
> 1600 CC	INR 2400	INR 900	INR 3300

5. **Special Allowance-** The remaining amount in FBP, after deducting all the above as opted for by employee, is considered as special allowance, and shall be taxable as applicable

*\* It is to be noted that the above components are subject to change as per the income Tax guidelines. Also, if the new tax regime is selected, then all the above components shall be taxed.*

  
 Kristie Twomey  
 Vice President - Human Resources, APAC

Date: 01/07/2020

OFFER OF EMPLOYMENT IN MMRFC TECHNOLOGY PRIVATE LIMITED.

Dear Mr. Deepan.V,

It is our pleasure to appoint you to the position of **System Engineer** in our organization on the terms and conditions herein below enumerated on successful completion of the training period with us.

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

1. COMMENCEMENT AND DURATION OF CONTRACT:

- 1.1 Your Employment with the Company shall commence on or before 01/09/2020 and you shall report to work at 9.00 am to Saravana Kumar G.
- 1.2 Your financial compensation/ remuneration shall be Rs. 3,00,000/- per annum (Three Lakhs Only) as detailed in the annexure

2. REMUNERATION & OTHER BENEFITS:

- a. The Salary Components have been detailed in the annexure.
- b. **Leave:** You will be eligible for leave as per the Terms of Service of the Company and as enumerated in the Company Employee Hand Book.
- c. **Retention Bonus:** You will be paid such Retention Bonus of Rs. 1,00,000/- p.a (One Lakh Only) at the end of completion of 3 years from Joining date .
- d. **Stock Options:** At the discretion of the Company, you will be eligible to participate in the incentive stock option program of the Company as and when implemented under the Stock Option Program finalized by the Board of Directors. However you shall not claim such participation as a right under this Contract of Employment.
- e. **Official Reimbursements:** You will be reimbursed all pre-approved expenses reasonably incurred by you while rendering your services under this contract or as per the request of the Company. You shall submit an itemized accounting of such expenses in detail including the receipts to the satisfaction of the Company subject to which it shall reimburse the same.
- f. **Salary Revision:** Your salary may be revised at the discretion of the Company from time to time and you shall be entitled to such other benefits on such revision as deemed appropriate by it.

3. PLACE OF WORK:

You shall initially be posted to work at Bangalore. However, you may further be deputed to another site / place of work at the sole discretion of the Company from time to time.





**4. DUTIES:**

4.1 You shall discharge all the duties and obligations enumerated under the supervision and control of the immediate Reporting Manager, as may be applicable from time to time.

4.2 You will be reporting to Saravana Kumar G during your initial period. The reporting manager may change if the project are reallocated or do to other reasons. The changes will be communicated to you through formal means of communication.

4.3 During your employment with the Company, you shall devote your full time to the discharge of your duties as an employee of the Company and you shall not under any circumstances whatsoever be associated in any manner whatsoever directly or indirectly with any other commercial venture, commercial entity, company or other such business venture.

4.4 You shall perform without additional compensation all related services for the Company's affiliates and joint ventures and as directed by the Company.

4.5 You are expected to work for such hours as are from time to time reasonably required by the Company without becoming entitled to additional remuneration for work outside your normal working hours. The Company may vary the hours of work from time to time as is necessary for its business.

**5. TERMINATION:**

5.1 This Contract of Employment may be terminated by the Company at any time during the probation period with immediate effect if in the opinion of the Company you are not performing to the complete satisfaction and work standards of the Company.

5.2 The Company reserves the right to terminate your services/employment after confirmation of your employment for cause with immediate effect if you, i) are convicted of a felony; ii) commit fraud or theft of personal or Company property from Company premises; iii) falsify Company documents or records; iv) engage in acts of gross carelessness or willful negligence in the discharge of your duties; v) fail to achieve the milestones directed by the Company which shall be construed as deficiency on your part in performing your duties; vi) are grossly negligent in the performance of reasonable duties assigned vii) intentionally engage in conduct which is demonstrably and materially injurious to the Company or breach any other terms and conditions of this contract and which breach is not rectified within a period of 15 days from the date of the breach being brought to your notice. The decision of the Company in such regard shall be final and binding on you. On termination of your services/ employment for cause as above you shall not be entitled to claim any compensation for such termination and the Company shall not have any further obligations towards you thereof.

5.2 The Company further reserves the right to terminate your employment/services without cause by giving one month's notice in writing or with one month's salary in lieu of the notice period.

**6. CONFIDENTIALITY UNDERTAKING:**

6.1 The term Confidential Information means all Proprietary information relating to the business activities of the Company especially as relating to research and development activities, clinical trails, results of research





and development activities, technical data (including without limitation, descriptions, discoveries, know-how, trade secrets, inventions, patent disclosures and applications, drawings, tests, results, animal tumor models, transgenic animals, imaging techniques, cell lines, experimental designs and protocols, biological materials, application devices, samples, design prototypes, software, pricing and other records and information to the extent they contain information which is not available to the general public and all others whether declared confidential or not and whether documented in tangible form or not and as belonging to the Company and as generated and developed by it independently or in association with any other third party whether within India or abroad and shall further include its financial plans, database, business modules, customer database/information, infrastructure details and others exclusive to the Company.

6.2 You shall be engaged in the various research and development activities for the development of proprietary/Confidential Information of the Company including providing services with regard to development of clinical research programs, conducting and managing clinical trials, planning and implementation of all clinical research activities, coordinating and managing contract programs as directed by the senior management of the Company, and such other duties as may be prescribed from time to time by the Company.

6.3 During the course of your employment and thereafter you shall not under any circumstances whatsoever disclose or commercially exploit directly or indirectly any Confidential Information belonging to the Company and to which you may have access during the course of your employment with the Company. You shall not utilize all or any of the Confidential Information belonging and exclusive to the Company except to the extent permitted by the Company for the discharge of your duties and obligations of your employment with the Company. You further undertake that the obligation to retain confidential all Confidential Information belonging to the Company shall be effective, enforceable and binding on you during the course of your employment with the Company and thereafter.

#### **7. INTELLECTUAL PROPERTY RIGHTS:**

7.1 You shall give adequate written notice to the Company as soon as practicable of all Proprietary Information created by you during your employment and assist the Company in evaluating the Proprietary Information for intellectual property rights and sign all documents and do all things necessary at the expense of the Company to ensure that all proprietary information developed/generated by you vests with the Company absolutely.

7.2 At the request of the Company, whether during or after the termination of your employment, you shall execute all papers or documents required for the filing of patent applications and other registrations to assign all such rights in favor of the Company or its nominee, and shall provide the Company or its agent or attorneys with all assistance in the preparation and prosecution of patent applications including drawings, specifications, and the like.

7.3 You hereby further undertake that under no circumstances whatsoever during the course of your employment with the Company and thereafter at any time claim all or any portion of the proprietary information belonging to the Company even if the proprietary information has been developed, created and generated by you during the discharge of your duties as an employee of the Company. It is understood by you that all proprietary information whether created, generated or developed by you or not is the sole property of the Company and you shall not claim all or any portion thereof directly or indirectly or initiate any action to claim such intellectual property rights and other rights over all or any of the intellectual property rights belonging to the Company.





#### **8. NON-COMPETE AND NON-SOLICITATION**

8.1 You shall not during the term of your Employment with the Company and for a period of 2 years following termination of Employment directly or indirectly, as proprietor, partner, stockholder, director, officer, employee, consultant, investor or in any other capacity, engage in, or own, manage, operate or control, or participate in the ownership, management, operation or control, of any commercial entity which engages anywhere in India or elsewhere business in the nature of competition to the business of the Company provided, however, the foregoing shall not prohibit you from purchasing and holding as an investment not more than 1% of any class of publicly traded securities of any entity which conducts business in competition with the business of the Company, so long as you do not participate in any way in the management, operation or control of such entity.

8.2 You hereby further covenant and agree that for a period of 2 years following the termination of Employment you shall not, directly or indirectly, (a) use or make known to any person or entity the names or addresses of any clients or customers of the Company or any other information pertaining to them, (b) call on, solicit, take away or attempt to call on, solicit or take away any clients or customers of the Company on whom you called or with whom you became acquainted during your employment with the Company. You hereby further covenant and agree that for a period of 2 years following the termination of employment you shall not directly recruit, or attempt to directly recruit or hire any of the employees of the Company under any circumstances whatsoever including on behalf of any other third party whether in the business of the Company or not.

#### **9. JURISDICTION**

For all matters arising out of your employment with the Company only the Courts at Bangalore shall have jurisdiction.

#### **10. INDEMNITY CLAUSE**

You shall indemnify and hold harmless the company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the company, its directors, officers, agents, or employees in the event Confidential Information received by the employee from the company is passed on by you to any third party.

#### **11. NOTICE PERIOD FOR RESIGNATION**

You shall resign from the current position with a notice period of 3 months (minimum), in case you were not working from any of our clients' projects. If you are already part of the client project, the notice period should be till the contract ends with the client.



**II. MISCELLANEOUS**

11.1 Notwithstanding any terms and conditions contained in this Contract of Employment, you shall also be bound by all the terms and conditions of the Company Employee Hand Book which shall be read as part and parcel of this Agreement which it is presumed you are aware of on the date of signing of this Agreement.

11.2 On all matters not specifically dealt with in this Employment Contract, the terms and conditions of the Company Employee Hand Book, as in force from time to time, shall be effective including issues like disciplinary action and others on the same terms as binding on the other employees of the Company.

11.3 All matters relating to leave, employee welfare and others would be applicable and available to you as enumerated in the Company's Employee Hand Book which would be revised at the sole discretion of the Company from time to time.

11.4 In accordance with the standard practice of the Company, you shall treat the terms of your employment confidential and shall not disclose all or any of the terms to any third party under any circumstances whatsoever.

11.5 You are also aware that the above offer is being made based on the information provided by you as relating to your qualification, former employment, experience etc. In the event of all or any of them proving to be inaccurate or wrong, the company reserves the right to withdraw its offer any time and also further reserves the right to terminate your employment without any further liability accruing against it, which please note.

11.6 If the above offer is acceptable to you, please sign and return to us the duplicate hereof in token of your acceptance and report to duty as reserved in terms of Clause I of this Agreement.

11.7 In the event you do not report to duty as required, please note the offer would stand withdrawn without further obligation on the part of the company.

The above offer is subject to our receiving satisfactory references and background check.

Yours faithfully,

**MMRFIC TECHNOLOGY PVT LTD**

For MMRFIC TECHNOLOGY PRIVATE LIMITED

  
Authorized Signatory

Signature: \_\_\_\_\_

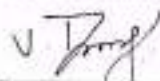
Name: Ravi Vijayaraghavan

Title: Director

Date: 30-06-2020

**EMPLOYEE**

I have read above contents and accept the same.

Signature: 

Name: Deepan V

Title: System Engineer

Date: 08-07-2020



*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annexure

Item	Amount in INR
Basic pay	15,000
FBP	9,278
Gross Earnings	24,278
Gratuity	722
Total CTC per month	25,000
Retention Bonus**	1,00,000
Total CTC per annum	3,00,000 + 1,00,000**

\*\* Retention Bonus will be paid after completing 3 years in the company.

Note :

1. Since the Company is still not registered under EPF Act, the company contribution amount will be added to FBP every month and paid. Once the registration is done, this amount will be remitted to PF Department.
2. If you choose to enroll, corporate Medical Insurance is provided by the company with 50% of the premium recovered over the year on a monthly basis from the FBP. Contact HR.

Received and Accepted.

*V. Deepan V*

(Deepan V)

Employee Name & Signature



BE YOURSELF,  
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:19-Mar-2020

Subhiksha

C8502629

5A,East Masi street, palanganatham

7867040414

*gan*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Subhiksha,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Role - Application Development Associate

Career level - Career level - 12

Talent Segment - Software Engineering



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter "program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Version 5.0 Dec 2019

Candidate's Signature

Reference Id: 7160affb-8fb2-47a4-b340-93988894c773\_1  
Signed By: Mohan Sekhar



- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name ]



  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## ANNEXURE 1

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	25,000
<b>(D) Additional Benefits</b>	
Gratuity as per law# + Insurance Premium (notional value)	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

#### (C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.



Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.



Date  
2020-07-14  
Your Date

Reference  
EGI/H-20:1837  
Your Reference  
Application/CV

According to this matter

sdsNO/EGI/H Abhishek Kumar/RB

For your information

Ms. Sigappi Rama

**OFFER OF APPOINTMENT**

*Dr. G.K. Raajesh*  
Placement Officer  
Thagarajar College of Engineering  
Madurai-625 015

Dear Kannammai,

It was our pleasure to note your interest and having opportunity to professionally interact with you. Congratulations! Based on our discussions, we are pleased to inform you of your appointment in our organization on the following terms and conditions:

1. Designation : Graduate Engineer Trainee
2. Job Stage : 4
3. Date of Joining : On 2020-08-20 at Bangalore by 9:00 am
4. Location of work : Bangalore
5. Compensation : As detailed below

**TABLE 'A'**

SALARY COMPONENTS		
Components	Monthly INR	Annual INR
Basic	21,563	258,756
HRA	12,938	155,256
Composite Allowance	7,994	95,928
Leave Travel Allowance	1,797	21,564
<b>Total Fixed Salary</b>	<b>44,292</b>	<b>531,504</b>

\* Your Total Salary Compensation will be Rupees Five Lakh Thirty One Thousand Five Hundred Four Only.

**TABLE 'B'**

RETIRAL BENEFITS (EMPLOYER SHARE)		
Components	Monthly INR	Annual INR
Provident Fund	2,588	31,056
Gratuity	1,037	12,444
<b>Total Retiral</b>	<b>3,625</b>	<b>43,500</b>

\* Retiral Benefits shall be paid as per eligibility & applicability of law

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All entitlements given above are applicable after you have joined Ericsson. The entitlements are subject to Company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax provisions and other laws.

This Offer of Appointment is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the time period.

In case you fail to communicate your acceptance in writing within 15 days of the date of this email, the Offer shall stand revoked.

Please be advised that your appointment shall be effective from the date of your joining our organisation and subject to you conclusively completing all the formalities including a clear medical report from the Company approved medical, hospital / medical officer / laboratory and the joining report issued by the Company.

This offer is contingent upon a successful background verification of education, employment, Identity, global data base, and criminal check to be carried out by the company. This conditional offer can be rescinded by the company at its sole discretion based upon the data received after the verification is concluded. You agree that the Company reserves the right to do a background check anytime even during the course of your employment.

By signing this Offer of Appointment you are accepting all the Terms and Conditions set forth herein and as attached to this Offer of Appointment in various Annexures (Annexed herewith as Annexures 1A-1E).

We welcome you and look forward to your being a part of "Ericsson Family"

Yours sincerely,  
For ERICSSON INDIA GLOBAL SERVICES PRIVATE LIMITED

Rajat Baja  
Talent Acquisition

Accepted & Copy Received with all the Annexures  
(Received with Annexure)  
Date

*(This "Offer of Appointment" should be read in conjunction with Annexure 1A to 1E containing detailed terms and condition of employment.)*



**ANNEXURE – 1A****Terms and Conditions of Employment****1. REPORTING / JOINING**

Your Appointment shall be effective from your Date of Joining. Please note that this Offer of Appointment is provisional and is dependent on your being found medically fit in the Pre-employment medical check-up from a hospital/ Clinical Laboratory designated by the Company and fulfilling all the joining formalities.

Pre-Employment Medical Check-up: You are required to undergo a medical check-up as per arrangements made by the Company. The details are outlined in Annexure-1D. All expenses for this check-up will be borne by you. However, these expenses, not exceeding INR 1500/- may be claimed from the Company after your joining, on production of receipts/bills as the case may be.

In the event of you being found medically unfit to join the Company, this offer of appointment shall be automatically cancelled and the Company shall not be responsible for any consequences / loss / damages caused to you due to it.

**2. PROBATION**

You will be on probation for a period of 6 (Six) months from the Date of Joining. However, your probation period can be extended further at the sole discretion of the Company; if your performance / conduct are found to be unsatisfactory. You will continue to be on probation until confirmed in writing.

**3. FULL TIME EMPLOYMENT**

You shall, during your employment with the Company, devote your full time and attention to the Company's business entrusted to you and shall not engage yourself directly or indirectly, either honorary or otherwise, in any business or service, other than Company's business and service, unless prior written permission is obtained by you from the Company.

**4. PLACE OF WORK**

Your initial place of posting will be as mentioned in the Offer of Appointment. However, your services are transferable to any place within the country or abroad or to any of the Ericsson's associate/ sister concern or its subsidiary, whether are or as may be established or acquired later on, at the sole discretion of the Company. In case you are transferred to any other location, you will be governed by the terms and conditions of service applicable to the new place of posting / assignment including compensation, leave and holidays, working hours and other related policies.

**NOTE**

Salary Revision will depend at the sole discretion of the Company based on Company performance and your individual performance including factors like your efficiency, intelligence and regular attendance, sense of discipline, loyalty to Company and good behaviour.

**5. RETIRAL BENEFITS / INSURANCE**

In addition to Provident Fund and Gratuity payable as per statutory provisions, you will also be entitled to Medical Insurance & Group Personal Accident Insurance for Self as per the Company's policy as applicable and updated from time to time. (Please refer Annexure -1B)



## 6. TRAINING

The Company may send you to any other city or abroad or organize specific skill enhancement training relevant to your employment domestically

## 7. DATA CONSENT

By accepting this offer of appointment, you unconditionally consent to Company collecting, receiving, possessing, storing, dealing with, handling processing, transferring, displaying or communicating, whether by electronic means or manually, whether in India or outside India, any and all personal or other data (including without limitation copies of documents, medical records, bank account information, bio-metric information) that may be submitted by you in the course of your employment or may be generated in the course of your employment.

While the Company will take all reasonable care and precaution to ensure that no personal data pertaining to you is shared with third parties, except as may be required by law or in the routine course of the Company's business (e.g. with third party pay-roll management entities), the Company shall not in any manner be liable for the loss or theft of such data even if such loss or theft occurs on account of the negligence or with the connivance of any employee or agent of the Company.

You also agree that you shall not store any personal data on any Company property (including without limitation computer systems, telephones, e-mails, files or other storage). You specifically agree that any data stored on any Company property shall be deemed to belong to the Company and the Company may deal with or use the same in any manner it deems fit, including deleting any data

## 8. DATA PRIVACY

The Company requires that you shall observe Data Privacy as per Company's regulations/ policy, regarding the processing and protection of any personal information and/or data to which you may have access to in the course of your duties, and shall report any infringement relating to the manner in which personal information or other data is processed to the Company immediately. In the event of any breach of the said undertaking, the Company shall be entitled to take such action against you as per the Company Rules and/or applicable law.

## 9. NON DISCLOSURE

Unless authorized in writing by the Company, you shall not divulge, communicate or pass on any information in any form, related to any aspect of the Company to anyone outside the Company.

You acknowledge that the Company owns trade secrets and confidential and proprietary information that are very important to the success of the Company's business. In addition, the Company has confidential information and assets belonging to other persons (whether individuals, firms, corporations or other entities) that the Company is obligated to keep confidential.

The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Company.

You agree that all Confidential Information is the exclusive property of the Company and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment and after your employment ends, whatever the reason of such termination, you will not use, reproduce, or disclose any of the Confidential Information, except in the normal course of your job for the Company, or unless an Authorized officer or the Company gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your possession on cessation of your employment with the Company.



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## 10. PROFESSIONAL ETHICS

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. Please deal with the Company's money, material and documents with utmost honesty and professional ethics.

You will be required to read, understand and acknowledge Ericsson's Code of Business Ethics (CoBE) and Non-Disclosure Agreement at the time of joining the Company.

You shall also maintain utmost dignity in your behaviour and conduct while dealing with the employees, vendors and visitors of the Company including persons directly or indirectly associated with the Company in any manner.

## 11. INTELLECTUAL PROPERTY RIGHTS AND COPYRIGHT

The Company foresees that you may create or develop intellectual property in the course of your employment and agree that in this respect you have a special responsibility to further the interests of the Company.

You agree that you shall disclose forthwith in detail any intellectual property created by you (whether or not created or developed on the Company premises or in normal working hours) in the course of your employment or in any way affecting or relating to the business of the Company or capable of being used or adapted for use in it or in connection with it and such intellectual property shall belong to and be the absolute property of the Company. You agree to record any intellectual property invented, created or developed or acquired in the course of your employment (whether alone or jointly with any other person) in writing in accordance with good industry practice in sufficient detail to enable a person of reasonable skill in the relevant field to understand and work that intellectual property. For the avoidance of any doubt, "intellectual property" includes patents, designs, trademarks, service marks, trade names, logos, get up, domain names, copyright (including rights in computer software, architectural drawings and plans), design rights, database rights, rights in performances, moral rights, confidential information, know-how and any other similar rights anywhere in the world, whether registered or not and including any applications for registration.

You will undertake to execute all such applications or documents as may be required by the Company for legally effecting and recording the assignment made herein, whether during or subsequent to your employment with the Company.

For the removal of doubts, you confirm that you have no intellectual property other than that disclosed by you at the time of acceptance of this offer of Appointment.

The obligations contained above shall survive the termination/expiry of your employment with the Company.

You further hereby undertake that all works such as inventions, development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company and/or during the course of employment with the Company, with your involvement shall be the property of the Company. The copyright and ownership for such works shall be with the Company and you will not have any claims on the same of any nature whatsoever. You will not do anything in conflict with the Company's right in intellectual property and will co-operate fully to protect Intellectual Property against misappropriation or infringement by any third party.

## 12. NON-SOLICITATION OF EMPLOYEES OF THE COMPANY

You agree that during your employment and after your employment with the Company ends for whatever the reason may be, you will not, directly or indirectly, aid, solicit or induce any employee, officer or director of the Company to leave the Company for employment or other relationship with any other entity that is involved in any aspect of the business of the Company.

## 13. COMPANY POLICIES



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You agree that as part of your job responsibility, you will follow the guidelines, standards, rules, policies, procedures, directives and practices of the Company prevailing from time to time. You agree that the Company may change any of its guidelines, standards, rules, policies, procedures, directives and practices from time to time, and that such change will apply to your job responsibility and be binding on you. Such changes may affect or result in a modification of the terms and conditions governing your employment which is set out in this letter or elsewhere, and you shall be bound by such changes as permitted by the law.

For the avoidance of any doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Offer Letter shall be read subject to such legal obligations.

You warrant that you are under no contractual duty or obligation arising from any other contracts which you may have entered into which restrain you, for whatever reasons, from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or are in conflict with your duties and obligations under this Offer Letter.

Kindly note, any action of yours in contravention to this shall render you liable for termination with immediate effect.

#### 14. ABANDONMENT

Unauthorized/ Unsanctioned absence from work shall invite action as per the Company disciplinary policy.

#### 15. RETIREMENT

You will retire in the normal course, from the services of the Company on attaining the age of superannuation that is, on the day following your 60th birthday. However the Company will relieve you on the last day of that calendar month. The age of retirement is subject to your health condition and you being medically fit to perform duties assigned to you during your course of employment with us.

#### 16. RECOVERY OF EXPENSES INCURRED ON YOUR RELOCATION

All the expenses incurred on your relocation at the time of joining, as covered under the Company policy will be recovered in full in case you leave the Company or your services are terminated before completion of one year of service from your date of joining. You hereby further authorize the Company to recover the said amount by deducting and/or adjusting the same from the amount payable to you by the Company on cessation of your employment and in case of shortfall, if any, the same will be recovered from you.

#### 17. TERMINATION

This Offer of Appointment can be terminated by either side, by giving one month's notice during the probation period or three months' notice after confirmation or basic salary in lieu of the notice period. Prior to leaving the Company, you will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Notwithstanding the above, the Company shall be entitled to terminate your employment immediately and without notice (or any payment in lieu of notice) in any of the following events:

- a) If you commit any serious or persistent breach of any of your obligations under the terms of your employment;
- b) If you commit any act of indiscipline or a serious misconduct or do any act, deed or thing which reflects negatively on the reputation of the Company (or its parent or affiliate);



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- c) If you commit any breach of the Company's policies or were found non-compliant with any of the guidelines, instructions, standards, rules, codes and practices of the Company prevailing from time to time;
- d) If you commit any criminal or other offence or are guilty of any conduct which, in the opinion of the management, adversely affects the reputation or interests of the Company;
- e) If you fail to comply with health and safety regulations of the Company;
- f) If you falsify your identity; or provide any falsified or forged certificates or other documents; or misrepresent your academic and/or professional qualifications, experience etc.;
- g) Misuse of Company asset including corporate credit card.

## MODE & ADDRESS FOR COMMUNICATION

Any notice, memo or other communication required or permitted hereunder this Offer of Appointment, either by you or the Company shall be effective & shall be deemed to be received. Any communication sought to be delivered will amount to insubordination if there is any refusal to receive:

- a) Upon delivery when delivered by hand
- b) Upon delivery, if sent by an express courier / speed post / e-mail on your last recorded address with the Company backed up by a reliable/ tracking delivery system, if in place, to the address mentioned hereunder.
- c) Upon communication by SMS sent on the mobile contact number provided by you or the Company.

## NOTE

It shall be your duty to intimate in writing to the Company whenever there is any change of your address. In the event of non-communication in any change of address, any communication sent to you at your address last recorded with the Company shall be deemed to be sufficient service. Also you will not refuse to accept any communication as offered to you for personal delivery.

## 18. ARBITRATION & CONCILIATION

All disputes arising out of or in connection with the employment of this Offer of Appointment Letter shall be settled, if possible by amicable negotiation between you and the Company. If the matter is not resolved by amicable negotiations within 30 business days or such later date as may be unanimously agreed upon, then the dispute shall be submitted to Arbitration/ Conciliation before the sole Arbitrator or Conciliation Officer appointed by the Head HR of the Company or a person having a delegated authority in this regard. The Arbitration/ Conciliation shall be conducted in accordance with the provisions of The Arbitration and Conciliation Act 1996 as amended from time to time. The venue of Arbitration/ Conciliation shall be at Delhi. The proceedings shall be conducted and the award shall be rendered in English Language only. The cost of the proceedings including attorney's fees and expenses shall be borne equally. The arbitration shall be subject to exclusive jurisdiction of Delhi Courts.

## 19. ACKNOWLEDGMENTS OF COMPANY PROPERTY/ARTICLES

You will be provided Company assets viz laptop, data card, mobile handset, tool kit, key or any other property/article to carry out your day to day operations and execute a separate acknowledgement receipt to this effect. You shall be lawful custodian of such Company accessories/properties handed over to you during the course of employment and upkeep the said Company property in proper useable condition. In case of any damage or theft you will immediately or within reasonable time report to concerned person in Company. Further at the time of separation by whatsoever reason, you shall deposit all Company property to concerned department or your reporting manager. In case of failure or non-deposit of Company property, Company will have right to recover the same from you or adjust from your payables, the amount

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equivalent to the cost of such property/article without prejudice to exercising other legal rights and remedies available with the Company for recovery of remainder of dues.

## 20. VERIFICATION

Your employment will be further subject to the correctness of the information provided by you and verification of your credentials, testimonials and other particulars provided by you at the time of your applying for the job. This verification shall be conducted prior to your joining the Company. However, in case at any stage, if it is found that any information provided by you is false or misleading or any material information has been suppressed, then notwithstanding the fact that you have joined the Company upon selection, you will lose lien on your employment and shall be liable to be discharged forthwith.

Please sign the duplicate copy of this letter, and annexures, as a token of acceptance.

We will be proud to have you as member of our team to enable us in maintaining the leadership status of Ericsson, globally.



## **ANNEXURE – 1B**

This is a summary of working hours, leave and holidays, Retiral benefits as may be applicable from time to time including some of the benefits & entitlements. These are subject to change as per applicable laws and/or at Company's discretion. In case of any clarification please contact Human Resources at your location.

### **WORKING HOURS**

Being an IT/ ITES Company we operate 24x7, The general shift starts at 0800 hours and ends at 1700 hours Monday through Friday with half an hour lunch break. Depending upon the business requirements and exigencies of work you may be deputed in any shifts including night shift also or to any other office / work / project site in which case your working hours / shift working as may be prevalent at such places shall apply on you. You may be required to sign a consent form at the time of joining the Company.

### **LEAVE AND HOLIDAYS**

As per the Company's policy you will be entitled to 12 days Casual Leave and 25 days of Privilege/ Earned Leaves. These will be pro-rated in case you join any time during the year. The Company also provides 12 festival / public holidays including national holidays, which are announced in advance every year. The holidays vary depending on the location of your job assignment.

### **PROVIDENT FUND**

The Company and employee contribute equally to the PF account of the employee. However, the Company's contribution will be matching as per provisions of the EPF (Miscellaneous Provisions) Act, 1952 and schemes made there under You will have the option for deduction as voluntary contribution subject to limitations as may be in force from time to time.

### **GRATUITY**

You will be eligible for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

### **INSURANCE: - (GPAI)**

The Company covers all employees under a 24-hour GPAI (Group Personal Accident Insurance) policy against any temporary/permanent disability or in the unfortunate event of death due to an accident of any nature at any place. The cost of this insurance is borne by the Company.

### **HOSPITALISATION INSURANCE**

Ericsson has also taken an Insurance Policy to cover an employee, his/ her spouse and children for expenses incurred on their hospitalization. The amount of coverage depends on the terms of insurance policy applicable for that year.

### **LIFE COVER**

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The Company also covers employees under Life Insurance. This covers death due to causes other than accident.

## CREDIT CARDS

The Company provides need based Corporate Credit Card to an employee to meet business expenses while on travel, etc. This card is to be used only for official expenses.

## ANNEXURE – 1C

### DOCUMENTS REQUIRED ON THE DATE OF JOINING

	Original	Photocopy
Relieving letter from all previous Company's/ Resignation Acceptance letter.	√	√
Last Salary Slip/ Complete Compensation details [fixed + variable] (letter)	√	√
Matriculation ( 10 <sup>th</sup> ) Pass certificate	√	√
Senior Secondary ( 12 <sup>th</sup> ) Pass certificate	√	√
University Degree	√	√
Post-Graduation Degree (if any)	√	√
Other professional qualification and relevant certificate	√	√
Identity Proof – Passport or Driving License and PAN Card for Bank account opening	√	√
Passport size photographs in all (03 No's)	√	
Medical Clearance/ Certificate from Company approved medical officer / hospital.	√	

Please ensure that all the above mentioned documents are produced at the time of joining. Inability to produce any of these documents could result in delay in joining the services of the Company and in some cases unusual delay may jeopardize the smooth working of the Company which may result in withdrawal of offer of appointment.

## ANNEXURE – 1D



**PRE EMPLOYMENT HEALTH CHECK UP****PRE EMPLOYMENT HEALTH CHECK UP (For New joiners)**

INVESTIGATIONS	
1.	Complete Haemogram (Hb, TLC, DLC, ESR)
2.	Blood Group & Rh Typing
3.	Blood Sugar (Fasting)
4.	Blood Urea
5.	Serum Creatinine
6.	HbsAg
7.	Urine Routine & Microscopy
8.	X-ray Chest
9.	ECG
10.	Vision testing & colour vision
11.	Physical Examination - Height, Weight, Blood Pressure etc.

**Special Corporate Discounted Cost:-Rs.800/- per person.**

Pre-Employment Medical Check-up can be done at Apollo Clinics across India.  
Please refer the web link: [www.theapolloclinic.com](http://www.theapolloclinic.com)

You are requested to present the current page of the offer letter at the lab for investigations to be carried out as per the Ericsson agreement. Please make the payment and retain the original receipts for the reimbursement.

Kindly carry the original reports on the day of joining

**ANNEXURE – 1E**

*(This annexure is valid only when agreed to by Ericsson)*

**Notice Pay Re-imbusement**

1. Notice period payout shall be reimbursed subject to an agreement by the Ericsson HR appointing authority in writing.
2. The notice period reimbursement shall be paid out to you after your joining the Company and on production of original Full & Final receipts from your previous Company clearly indicating the deducted / recovered amount.
3. In case the Company has paid the shortfall in Notice Period pertaining to your previous employment to you or your previous employer you will be liable for recovery of Notice Period paid in case you leave the Company or your services are terminated before completion of one year of service from the date of your joining.

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**Arun Muthu Ram**  
embedUR/471  
Software Engineer

  
D. S.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**February 01, 2020**  
**embedUR/HR/SALREV/2020/020**

Dear ArunMuthu Ram,

Congratulations! We would like to inform that you have successfully completed the probation period and your employment has been confirmed with salary revision effective February 01, 2020.

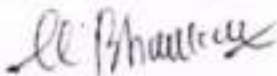
Your annualized **Total Compensation (TC)** is **INR 5,00,000/-** (Five Lakh only) and the salary breakup is given in the Annexure-1 of this letter.

All other terms of your employment remain unaltered as per your Appointment Letter.

We appreciate your hard work & sincerity. Also, we look forward to your valuable contribution and wish you all the very best for a rewarding career with embedUR.

for

**embedUR systems (India) Private Limited**



**Bhaskar Kanchi**  
**Director of Engineering**



### Total Compensation Breakup

Name	<b>Arun Muthu Ram</b>		Effective from	<b>01-Feb-20</b>
Designation	<b>Software Engineer</b>		Location	<b>Chennai</b>
<b>Monthly gross (INR)</b>			<b>38,219.00</b>	
<b>1. Fixed Salary &amp; Benefits</b>			<b>Per month (INR)</b>	<b>Per annum (INR)</b>
1.1	Basic		19,110.00	229,320.00
1.2	HRA		7,644.00	91,728.00
1.3	Conveyance Allowance		3,822.00	45,864.00
1.4	Medical		3,822.00	45,864.00
1.5	Internet Reimbursement		2,000.00	24,000.00
1.6	Special Allowance		1,822.00	21,864.00
	<b>Sub. Total</b>		<b>38,219.00</b>	<b>458,625.00</b>
1.6	PF employer contribution		1,800.00	21,600.00
1.7	Gratuity		0.00	11,025.00
1.8	Medical Insurance (Self)		0.00	8,750.00
	<b>Total - Section 1.0</b>			<b>500,000.00</b>
<b>Total Compensation</b>				<b>500,000.00</b>
<b>Benefits &amp; Incentives:</b>				
1) Medical Insurance for Family: embedUR provides a comprehensive medical insurance benefit to the spouse and children of the employee. For more details please refer to the Insurance policy document.				
2) Gratuity: You shall be entitled to the Gratuity upon completion of five (5) years of service with the Company. This is based on the current monthly basic salary for indication purpose only.				
3) The above is the pre-tax amount subject to standard deductions such as employee PF contributions, Tax and other applicable deductions.				
<b>Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR &amp; Finance Officials.</b>				

Accepted

\_\_\_\_\_  
**Arun Muthu Ram**  
 Software Engineer

10-Dec-2019

3

Dear Vandana LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13714365

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

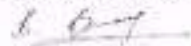
Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

  
Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



## Annexure A

Name: varshana LMU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @40% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

**† Provident Fund Wages:** For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, 'Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://rewards.cognizant.com> -> Total Rewards App for more details.



SA

10-Dec-2019

Dear Sascha LMJ,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Candidate ID - 13718475

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,585/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,890/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,890/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the IDPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com/cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Dr. G.K. Rajesh  
Placement Officer  
Designation  
Tamil Nadu Engineering College of Engineering  
Madurai-625 011 Programmer Analyst Trainee

Name: Saratha LNU

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF ‡	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

‡ Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details



06-Dec-2019

Dear Ashwarya.S LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering



*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 013

Candidate ID – 13718432

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the IPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Sunesh Eethavanda  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Name: Aishwarya S LNU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @50% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		13,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

† **Provident Fund Wages:** For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (MGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) other special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details



10-Dec-2019

Dear Ajay Balakrishnan LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 016

Candidate ID - 13718575

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,366/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,936/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com/cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

*S. Suresh*  
Suresh Bethavada  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Name: Ajay Balakrishnan LNU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF ‡	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
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	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
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Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

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Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



10-Dec-2019

Dear Arun Bharath LM,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering

Candidate ID - 13718575

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering

**Cognizant**

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,985/- This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,985/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,680/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus3cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

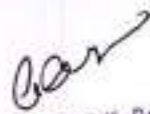
  
Suresh Bhatavdekar  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:





Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## Annexure A

Name: Arun Bharat LNU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

**Provident Fund Wages:** For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, 'Monthly Gross Salary as per Annexure A of this letter excluding 'Advance Statutory Bonus' & 'House Rent Allowance' will be considered. This does not include payments made through 'Special Payout'. Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (ACC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the Incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details





10-Dec-2019

Dear Deepak Raajesh UNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13718575

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/- This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/- This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus3.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

*S. Suresh*  
Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Deepak Raajesh LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Log in to <https://recognition.cognizant.com> -> Total Rewards App for more details



*bar*

10-Dec-2019

Dear V. Geetha LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
TCE

Candidate ID – 13718443

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,830/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,830/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing ansers in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bhatnagar  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Dr. G.K. Raajesh  
Placement Officer  
Annexure Agarajar College of Engineering  
Madurai-625 015

Name: Y.Geetha LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @40% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1860	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, as separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (NCC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details





*Bar*

**Cognizant**

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

10-Dec-2019

Dear Iswarya LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering

Candidate ID – 13718375

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://careers2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bhatnagar  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Iswarya LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
Annual Gross Compensation			355,500
Incentive Indication (per annum)**			22,500
Annual Total Compensation			378,000
Company's contribution towards benefits (Medical, Accident and Life Insurance)			18,000
Gratuity			5,966
Annual Total Remuneration			401,966

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: for the purpose of computing contribution to Provident Fund, Pension fund & EPLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payoff". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advance Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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3. Optimize your earnings

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

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Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://one.cognizant.com> -> Total Rewards App for more details



10-Dec-2019

Dear Keethana LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering

*Bar*

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID – 13718382

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the PIN while joining the organization. Please refer **Annexure B** for more details.

Please note

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- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com/cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

*S. S. S.*

Suresh Bhatnagar  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Annexure A

Name: Keerthana LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @40% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
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3. Optimize your earnings

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\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

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Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

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Log in to <https://care.cognizant.com> -> Total Rewards App for more details



10-Dec-2019

Dear Lohit Kumar LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13712575

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,996/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,996/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment, with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus/cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Annexure A  
 Madurai - 625 015

Name: Lokit Kumar LNU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @50% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

† Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details

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D.G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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April 1, 2020

Madhumitha R,  
6/46, Vijay Nagar, Mimisal(PO), Avudaiyar Kovil(TK)  
Pudukkottai(DT), Tamilnadu - 614 621

**Sub: Letter of Appointment**

Dear Madhumitha,

We are pleased to offer you the position of **Technical Consultant, Associate** at Bangalore on the following terms and conditions.

1. Your compensation package will be **Rs 6,19,048** /- per annum. Breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the company policy and payroll procedure. You shall be working in flexible hours based on the Company requirements.

**Bonus :** You will be eligible to participate in JDA's annual performance incentive bonus program. Based on your hire date, any payments will be prorated accordingly. The funding of the bonus pool is based on achievement of the company's annual financial goals, as approved by the Board of Directors. The actual payout to associates is based on individual performance and contribution to the company in the applicable year, as determined by management. The bonus distribution is, of course, not guaranteed, and the company has the right to modify the program from time to time or cancel at its sole discretion. New hires starting after January through September 30 will be eligible for the bonus plan in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the bonus plan starting in the following calendar year.

2. You shall be expected to operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation.
3. You will report to the Business Unit Head in **Cloud Services Division** or his /her nominee.
4. You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The first six (6) months of your employment with the company will be on probation period, during which time your performance will be evaluated to determine if your performance meets company's requirement. The notice period applicable would be one month during the period of probation and on confirmation the notice period would be of two months. During the notice period the Company reserves the right to require the employee to serve full notice period and complete the assignment based on business needs.
5. Your services will be liable to be transferred from one place/location to another and/or from one department to another either existing or to be set up in future, anywhere purely at the discretion of the Company. On such transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting.



6. You shall be entitled to the Maternity benefit and other related facilities and benefits in accordance with the provisions of Maternity Benefit Act. The Company has laid down the policy with regard to Maternity Benefit available to the women employees is contained in the policy which is available on the intranet/ website of the Company. You may go through the same. You may also download the same for your use.

**Non disclosure Agreement :**

- a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specifically entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
- c) If, during the course of your employment with this Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d) You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- e) During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations and policies, as it deems fit, preceded with notice.

**7. Pre-condition for Employment:**

- a) The terms and conditions laid out are pre-conditional for employment. The appointment letter is valid only after you sign the Non-Competition and Confidentiality agreement, Terms and Conditions and the Code of Conduct and other associated policy documents at the time of joining.
- b) You will be considered for a salary revision during the next annual performance review cycle in 2020 only if you join the Company by September 30<sup>th</sup>. Please note that the compensation review policies are subject to change at the discretion of the management
- c) New hires starting after January through September 30 will be eligible for the salary revision in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the salary revision starting in the following calendar year.
- d) The offer of employment is on the basis that the information furnished by you is complete and correct. The company will have verification and or background or reference check either directly or through any agency

engaged by the company at any time prior to your reporting for duty or after you report for duty. If the verification report reveals that the information furnished by you is incorrect or if it is found that you have concealed or withheld from the company any relevant fact or information your employment with the company shall be liable for termination without any notice or salary in lieu thereof.

- c) All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the date of joining.
- f) The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

8. You are required to submit following documents at the time of joining :

- Photocopies of your educational qualifications
- 3 Passport size photographs, Relieving letter and Recent salary statement from previous employer, Copy of Passport ,PF account details and Income Tax deduction certificate from the previous employer

We look forward to having you on board with us, and welcome you to our family.  
Please sign a duplicate copy of this letter and indicate your date of joining.

Thanking You,  
For JDA Software Pvt. Ltd.



Vinok Sequeira  
SVP - Associate Success

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joining Date



*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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Plan to deliver™

**Compensation Details**

Name	Madhumitha R
Grade	PI
Designation	Technical Consultant, Associate
<b>COMPONENT</b>	<b>AMOUNT</b>
Basic Per Month	20,635
*PF Per Month	2,476
HRA Per Month	8,254
**Special Allowance Per Month	20,222
Total Per Month	51,587
Annual Salary	6,19,048
Annual Performance Incentive Bonus	30,952

**\*Provident Fund:** PF contribution mentioned above is the employer contribution.

**\*\*Special Allowance:** Please note, special allowance consists of flexible components like LTA, Medical Reimbursement, Telephone, Conveyance etc. You can restructure the same in the payroll portal, which are subject to applicable tax laws.

**The following additional benefits are offered on joining:**

**Life Insurance**

You are covered under Group Term Life Insurance as per the Company policy.

**Personal Accident Insurance**

You are covered under Personal Accident Insurance as per Company policy.

**Mediclaim Insurance**

You and your family (self, spouse, children and parents) are covered under the Mediclaim Insurance plan as per Company policy.

**Gratuity**

You are covered under the Gratuity scheme of the company and, gratuity is paid at the time of retirement or separation, subject to having completed a minimum of 5 years of continued employment in India.

All full time associates are eligible for the above mentioned benefits from the date of joining the organization. The same is subject to amendment from time to time and will be applicable as per prevailing policies.

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Plan to deliver

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

April 1, 2020

Monika S,  
DS03 Nirmal Block, Agrini Apartments, TPK Road, Andalpuram  
Madurai-625003

**Sub: Letter of Appointment**

Dear Monika,

We are pleased to offer you the position of **Technical Consultant, Associate** at Hyderabad on the following terms and conditions.

1. Your compensation package will be **Rs 6,19,048** /- per annum. Breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the company policy and payroll procedure. You shall be working in flexible hours based on the Company requirements.

**Bonus :** You will be eligible to participate in JDA's annual performance incentive bonus program. Based on your hire date, any payments will be prorated accordingly. The funding of the bonus pool is based on achievement of the company's annual financial goals, as approved by the Board of Directors. The actual payout to associates is based on individual performance and contribution to the company in the applicable year, as determined by management. The bonus distribution is, of course, not guaranteed, and the company has the right to modify the program from time to time or cancel at its sole discretion. New hires starting after January through September 30 will be eligible for the bonus plan in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the bonus plan starting in the following calendar year.

2. You shall be expected to operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation.
3. You will report to the Business Unit Head in **Cloud Services** Division or his /her nominee.
4. You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The first six (6) months of your employment with the company will be on probation period, during which time your performance will be evaluated to determine if your performance meets company's requirement. The notice period applicable would be one month during the period of probation and on confirmation the notice period would be of two months. During the notice period the Company reserves the right to require the employee to serve full notice period and complete the assignment based on business needs.
5. Your services will be liable to be transferred from one place/location to another and/or from one department to another either existing or to be set up in future, anywhere purely at the discretion of the Company. On such transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting.



6. You shall be entitled to the Maternity benefit and other related facilities and benefits in accordance with the provisions of Maternity Benefit Act. The Company has laid down the policy with regard to Maternity Benefit available to the women employees is contained in the policy which is available on the intranet/ website of the Company. You may go through the same. You may also download the same for your use.

**Non disclosure Agreement :**

- a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specifically entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
- c) If, during the course of your employment with this Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d) You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- e) During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations and policies, as it deems fit, preceded with notice.

**7. Pre-condition for Employment:**

- a) The terms and conditions laid out are pre-conditional for employment. The appointment letter is valid only after you sign the Non-Competition and Confidentiality agreement, Terms and Conditions and the Code of Conduct and other associated policy documents at the time of joining.
- b) You will be considered for a salary revision during the next annual performance review cycle in 2020 only if you join the Company by September 30<sup>th</sup>. Please note that the compensation review policies are subject to change at the discretion of the management
- c) New hires starting after January through September 30 will be eligible for the salary revision in the current calendar year. New hires joining Oct 1 through Dec 31 will be eligible for the salary revision starting in the following calendar year.
- d) The offer of employment is on the basis that the information furnished by you is complete and correct. The company will have verification and or background or reference check either directly or through any agency

engaged by the company at any time prior to your reporting for duty or after you report for duty. If the verification report reveals that the information furnished by you is incorrect or if it is found that you have concealed or withheld from the company any relevant fact or information your employment with the company shall be liable for termination without any notice or salary in lieu thereof.

- e) All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the date of joining.
- f) The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

8. You are required to submit following documents at the time of joining :

- Photocopies of your educational qualifications
- 3 Passport size photographs, Relieving letter and Recent salary statement from previous employer, Copy of Passport, PF account details and Income Tax deduction certificate from the previous employer

We look forward to having you on board with us, and welcome you to our family.  
Please sign a duplicate copy of this letter and indicate your date of joining.

Thanking You,  
For JDA Software Pvt. Ltd.



**Vinok Sequeira**  
SVP - Associate Success

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joining Date



*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiraparai College of Engineering  
Thiraparai-625 015

**Compensation Details**

Name	Monika S
Grade	PI
Designation	Technical Consultant, Associate
<b>COMPONENT</b>	<b>AMOUNT</b>
Basic Per Month	20,635
*PF Per Month	2,476
HRA Per Month	8,254
**Special Allowance Per Month	20,222
Total Per Month	51,587
Annual Salary	6,19,048
Annual Performance Incentive Bonus	30,952

**\*Provident Fund:** PF contribution mentioned above is the employer contribution.

**\*\*Special Allowance:** Please note, special allowance consists of flexible components like LTA, Medical Reimbursement, Telephone, Conveyance etc. You can restructure the same in the payroll portal, which are subject to applicable tax laws.

**The following additional benefits are offered on joining:**

**Life Insurance**

You are covered under Group Term Life Insurance as per the Company policy.

**Personal Accident Insurance**

You are covered under Personal Accident Insurance as per Company policy.

**Mediclaim Insurance**

You and your family (self, spouse, children and parents) are covered under the Mediclaim Insurance plan as per Company policy.

**Gratuity**

You are covered under the Gratuity scheme of the company and, gratuity is paid at the time of retirement or separation, subject to having completed a minimum of 5 years of continued employment in India.

All full time associates are eligible for the above mentioned benefits from the date of joining the organization. The same is subject to amendment from time to time and will be applicable as per prevailing policies.

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Cognizant

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10-Dec-2019

Dear Mahanil UJ,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 013

Candidate ID - 13713575

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,366/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,936/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://camou2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethananda  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Annexure Madurai-625 015

Name: Mutharasi LNU

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
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Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details.



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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 025



HP PPS India Operations Private Limited  
2nd Floor, 24 Salapura Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

**PRIVATE & CONFIDENTIAL**

September 16, 2020

Candidate Name: Padma Priya Raja Guru

Candidate Address: 2/695 - Mallanginar Road, Virudhunagar  
Villipathiri, 626001

**OFFER OF EMPLOYMENT ("Offer Letter")**

Dear Padma Priya,

Welcome to HPI!

On behalf of HP PPS India Operations Private Limited ("HP" or "the Company"), we are very pleased to extend this offer of employment to you.

**Position**

You will be employed on a Full time basis 40 hours per week within the HPIP Imaging and Printing business group as a Systems/ Software Engr I reporting to Leena Joy or to such other person HP may nominate.

**Conditions and Commencement of Employment**

If you accept this offer, your employment with the Company will commence on October 5, 2020.

As a condition of your employment, you agree to enter into a separate Agreement Regarding Confidential Information and Proprietary Developments ("ARCIPD"), a copy of which is provided to you along with this Offer Letter.

It is important for you to know that this offer of employment is conditional and subject to you successfully passing an employment screening process, which may include criminal or reputational, employment, education and national identification checks/ verifications and depending on your role may also include a medical assessment. If this condition is not satisfied, in HP's reasonable opinion, this offer of employment will be void or will become void, on notice by the Company.

**Location**

Your place of work is PSR02 - Pritech Park, PSR02, unless notified otherwise, and such other places as we may require.

**Remuneration**

R. Padma Priya



Your total gross annual remuneration is INR 700,000.00 and is made up of the components set forth in the attached Terms and Conditions of Employment ("Terms"), less all applicable tax withholdings and statutory and other deductions.

**Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. At the end of the probationary period, subject to your satisfactory performance, your service will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probationary period up to an additional three (3) months, as well as the right to terminate your employment during or after the probationary period due to performance. During the probationary period, your employment may be terminated by either party with one (1) month notice in writing or payment of one (1) month salary in lieu of notice.

**Vacation and Other Leave**

You will be entitled to vacation and other leave, as applicable, in accordance with the Company's vacation and other leave policies or as may otherwise be required by law.

**Important Note**

This offer of employment is subject to you being able to work legally in India, including where relevant, obtaining and maintaining the necessary work permit and other permits/visas/approvals, as required by the Company or the authorities. If at any time you are not legally allowed to work in India, the Company will be unable to continue with your employment and will immediately commence processing your termination.

To accept and agree to this Offer Letter, including the attached Terms and ARCIPD, please ensure your acceptance is received by 23 Sep, 2020 PDT, after which this Offer Letter will be null and void.

This Offer Letter, together with the attached Terms and ARCIPD, contains the entire agreement between the parties with respect to your employment with the Company, and supersedes any prior agreements, representations, understandings, or negotiations on the same.

We are thrilled to welcome you, to innovate and develop your career in a Company that creates technology with a purpose, to make life better for everyone, everywhere.

If you have any questions regarding this offer of employment, please contact your Talent Acquisition partner.

We have a great history. Together let's make a great future!

Regards,  
Binu Mathew  
Country Director Human Resources

*R. Padma Priya*





for and on behalf of  
HP PPS India Operations Private Limited

I, Padma Priya Raja Guru, hereby acknowledge and accept the terms of this Offer Letter and its attachments.

{{Sig1\_es\_ :signer1:signature}}

Signature

{{Sig1\_es\_ :signer1:date}}

Date

Son or Daughter of:

\_\_\_\_\_  
Father's Name

Employee's Date of Birth (DOB):

\_\_\_\_\_

#### Terms and Conditions of Employment ("Terms")

##### Introduction

These Terms outline the general guidelines and conditions of your employment with the Company. Further information on detailed policies, rules and regulations can be found on the Company intranet (which is for viewing by Company employees). Periodically, the Company alters the Terms to reflect changing industry standards and/or the needs of our business. The Company will keep you informed of any changes to these Terms via the Company intranet. It is your responsibility to keep informed of any changes and to have an understanding of these Terms. Your continued employment will constitute your acceptance of any changes to these Terms. Please ensure that you check the Company intranet regularly.

##### Hours of Work

You will normally be required to work from 8:30AM – 5:30PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

*R. Padma Priya*

**Remuneration**

Your total gross remuneration will be made up of an annual base salary of INR 280,000.00 ("Base Salary").

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

**Flexible Benefit Plan (FBP)**

During your employment, you will be eligible to receive guaranteed benefits under the Flexible Benefit Plan ("FBP") of the Company, up to a maximum annual amount of INR 372,932.00, subject to the terms set out in Annexure I.

**Provident Fund**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, as well as deduct an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

**Gratuity**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and per HP's Gratuity Policy.

**Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for you. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage in accordance with that Act. Your share of contribution along with the Company's share of contribution will be remitted in accordance with that Act.

**Leave**

You are entitled to annual Leave and sickness-cum-casual leave per annum as per the Company's leave policy. You may utilize your leave as per the Company policy.

**Retirement**

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

R. Padma Priya



**Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

**Integrity at HP**

The Company has established a company-wide Best Work Environment Policy (BWE), incorporating Integrity at HP. Integrity at HP and associated policies outline the highest principles of business ethics, and clearly define how all Company employees should conduct themselves in the workplace and anywhere the Company does business. They also inform you of your legal and ethical obligations to the Company, its customers, competitors and suppliers and form part of your terms and conditions of employment.

Failure to comply with Integrity at HP and associated policies is misconduct, and may result in disciplinary action, up to and including termination of employment.

**Transfer**

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another, and/or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary, associate, partner or affiliate companies anywhere in India or abroad depending on the exigencies of the business.

**Notice of Separation/Termination**

Your services can be terminated by either party giving the other two (2) months' notice in writing ("Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by providing you salary in lieu of the Notice Period.

Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice Period shall be treated as a material breach of your employment contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to the sum of the notice period, which the Company has the right to deduct from the final payments due to you from the Company. The term "salary" for the above purposes is Basic Salary and 50% FBP only.

In case of your material breach of the Offer Letter and these Terms (together, "Agreement"), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon the termination of your employment for whatever reason, you will immediately return to the Company all books, documents, papers, materials, credit cards and other properties belonging to the Company which may then be in your possession or under your power or control.

You will not, at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

**General Conditions**

Your working hours, weekly offs, periods of work, public holidays, leave rules and other terms and conditions of employment will be governed by the rules and regulations applicable to the business unit to which you will be attached.

*R. Padma Priya*



Your employment will be governed by the Company's rules and regulations, whether in force now or as may come into force from time to time, even if they are not individually notified to you in writing. The Company has the sole and absolute right and discretion to change any of its rules and regulations at any time to meet exigencies of the business.

If you are absent from the designated office for a period of more than 13 working days without adequate authorization under Company policies, you shall be deemed to have abandoned your employment voluntarily.

**Declaration: Shift Transportation.** I hereby understand that the Company provides the necessary transportation arrangements, free of cost, including a security escort as applicable, for travel to and from my residence and place of work, as stated in the Company's Transport Policy, which can be accessed via the Company intranet.

I acknowledge that the above transport facility is provided by the Company for my safety and security in line with the provisions of the applicable laws. In the event I choose not to avail the above facility on any working day/days, I assume sole responsibility for my safety and security, and shall not hold the Company liable for any loss, injury or damage sustained to my person or property.

**Conflict of Interest (Relieving Letter).** I acknowledge that I am not in direct or indirect employment with any other company/ organization and I am not bound by any agreement/bond restricting me to undertake employment with HP Inc.; I am entitled to undertake a full-time employment with the Company, as per these terms and conditions. I shall furnish relevant documentation (Relieving Letter) to the Company which can be treated as a proof of my official exit from my previous company/organization, if employed earlier, and shall confirm herewith that my joining HP Inc. will be post my official exit from the previous company/ organization.

**Education Undertaking.** I hereby undertake that in case I am unable to furnish a copy of the education certificate and mark sheet to the Company within a reasonable time period, the Company has the right to take an action upon me including termination.

**Undertaking - Compliance with Privacy Obligations and Sharing of Information.** I acknowledge and fully understand that HP Inc. is committed towards safeguarding the privacy and personal information of its employees, customers and any other individual that it may be engaged with and that HP Inc. has in place suitable policies to ensure compliance. I hereby, unconditionally confirm to comply with and abide by the requirements of these policies.

I authorize HP Inc., including its subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives and assignees, and the employees, agents, attorneys, officers and directors of each of them (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, to request and receive information and records concerning me, in either hard copy or electronic formats, which may include, but will not be limited to, identification, criminal history, driving, employment, military, educational records or other information required by HP Inc.'s policies or consistent with HP Inc.'s regular background screening processes and/or procedures.

I further acknowledge that any personal or sensitive personal information or data provided by me to the Authorized Parties in the course of my employment with HP Inc., may be used by HP Inc. for the activities and purposes relating to my employment. I authorize HP Inc. to transfer such personal or sensitive personal information or data to a third-party in India or abroad to the extent required to enable such third-party to perform employment-related services on behalf of HP Inc.

R. Padma Priya





#### Choice of Law

The terms of your employment shall be governed by the laws of India, and the Courts of India shall have exclusive jurisdiction.

#### Your Annualized Compensation & Benefits Statement

This is your personalized Compensation & Benefits statement.  
In case you have any questions or need clarification, please contact your HR manager.

**Name:** Padma Priya Raja Guru  
**Place:** PSR02 - Pritech Park, PSR02  
**Job Level:** 16 Entry  
**Job Function and family:** SW Engineering(Systems)  
**Job Code:** 00102K  
**Salary Grade:** M32  
**Effective Date:** 5 Oct, 2020 PDT

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

#### Annual in INR

(A) Basic Salary: 280,000.00

(B) Flexible Benefit Plan (FBP): 372,932.00

(C) Employer Provident Fund @ 12% of Basic Salary or the statutory Provident Fund wage ceiling amount, whichever is greater: 33,800.00

(D) Gratuity @ 4.81% on Basic Salary: 13,468.00

( Gratuity payout will be made as per policy terms and conditions )

**Total Cost to company:** 700,000.00

R. Padma Priya



### Restricted Stock Units

We are pleased to offer you a grant of restricted stock units estimated at US\$2,100.00 on the grant date, as determined by HP. Each unit will be equal to one share of HP common stock and the grant will be subject to certain time restrictions. If you meet the conditions of the grant agreement, the restrictions will lapse as to one-third of the restricted stock units on each anniversary of the grant date for a period of three (3) years. The restricted stock units will be subject to the approval of the HR & Compensation Committee of HP's Board of Directors (the "HRC"), or its delegate. The grant date will be the date the HRC, or its delegate, approves these restricted stock units, which is typically two to three months after your date of hire. The full terms and conditions of this grant will be provided to you when you receive your grant.

### Sign-On Bonus

As part of our offer of employment, we are pleased to offer you a Sign-on Bonus of INR 50,000.00 which is subject to withholding of applicable taxes and/or other deductions as required by law. You will be eligible to receive this Sign-on Bonus, subject to the terms and conditions set forth below. The Sign-on Bonus will not be considered compensation for purposes of any HP compensation or benefit program.

If your employment terminates within 12 months of receipt of each installment for any reason other than redundancy, you will be required to repay to HP the full amount of the Sign-on Bonus, less one-twelfth for each complete calendar month worked, which may be deducted from your salary at the time of leaving.

### India Flexible Benefits Plan (FBP)- Mainstream Intermediate and below

#### 1. House Rent Allowance (HRA)

You will be eligible for a House Rent Allowance (HRA) with Maximum Limit of 80% of Annual Basic. You need to produce supporting documents for the same (e.g. - Declaration & at least one receipt per quarter, as proof of rent, from landlord).

#### 2. Leave Travel Allowance (LTA)

You will be eligible for Leave Travel Allowance (LTA) once a year (LTA will be exempt if availed by the employee twice in block of four calendar years).

The calendar years currently applicable are 2018-2021.

Maximum Limit for LTA: 20% of Annual Basic subject to a maximum of Rs.200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave.

#### 3. Children education allowance for maximum of 2 dependent children:

R. Padma Priya





(Per child per month Rs.100), Max Limit: Rs.2, 400 (annually)

Supporting Documents: Declaration in the payroll tool\*

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel) (Per child per month Rs. 300)

Max Limit: Rs.7, 200

Supporting Documents: Declaration in the payroll tool\*

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/restaurants during the course of the workday)

Maximum Limit: Rs.26,400 (Annually)

Supporting Documents: As per program guidelines

6. Bonus/Ex gratia - An amount of Rs.1400/- will be paid out monthly as advance Bonus/Exgratia. For those earning wages up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having wages above Rs.21, 000/-pm this amount will be treated as ex gratia. Max Limit: Rs. 16,800 (Annually)

7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year.

Maximum Limit: 100% of FBP

8. Car Lease Program - Employees can lease a car through an operating lease program and avail tax benefit based on the eligibility. Please refer to the policy for more details.

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities

#### Annexure I

#### Flexible Benefits Plan (FBP)

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities.

#### Guidelines Governing FBP

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. These benefits are guaranteed as part of your compensation package during employment although may be subject to different treatment upon termination of employment. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to make their selection within two weeks of joining the Company.

2. The year for the purpose of this plan will be 1st April to 31st March.

R. Padma Priya



3. The menu of benefits finalized cannot be changed by the employee during the period of that year. Exception to this will be made under following circumstances:

- Transfer of the employee from one city to another,
- Change of grade/level.
- Change of residential accommodation.
- Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents.

4. While selecting from the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- 25% of the annual kitty in Q1
- 25% of the annual kitty in Q2, together with the balance of Q1, if any
- 25% of the annual kitty in Q3, together with the balance of Q1 and Q2, if any
- 25% of the annual kitty in Q4, together with the balance of Q1, Q2 and Q3, if any

For the purposes of the plan, the quarters will be as follows:

- Q1 - April, May, June
- Q2 - July, August, September
- Q3 - October, November, December
- Q4 - January, February, March

Any unutilized amount in the kitty on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of the separation of an employee from the services of the Company, only a pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the Company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### US Export Controls on Technology Transfer

#### HP Employee Letter of Assurance

#### INTRODUCTION & BACKGROUND

As a US company HP Inc. is obliged to adhere to all US Export Controls Regulations as set out in the US Department of Commerce (DoC) Export Administration Regulations (EAR). As an employee of a leading edge technology company, employees come in contact with software and technical data on a daily basis that may be classified as sensitive and not publicly available. As part of US export laws this technology cannot be transferred to entities in restricted countries. Employees are required to ensure they do not wilfully or inadvertently transfer the sensitive technology to entities in restricted countries. Typically employees in the following types of jobs will routinely come into contact with these types of technologies:

Research and Product Development - Manufacturing and Software Development - Contract Manufacturing, Joint Ventures, and Product Licensing Agreements - Consulting

*R. Padma Priya*





For more details go to: <http://wpc.int.hp.com/financa/WW/controllership/GlobalTrade/Pages/index.aspx>

#### EXAMPLE

You are a customer engineer and you have recently received some technical manuals on a new product that you will be required to support next month. This technology is a controlled technology. You are traveling to China for work next week and you think the long flight will be a good opportunity to catch up on reading the technical manuals. You will be catching up with a colleague from China who is also a customer engineer, so it will give you a good opportunity to discuss this new technology. If fact, you might send him an e-mail right now and see what he thinks about the new technology. This scenario is considered a technology transfer and would breach HP's obligations. You are not allowed to release the technology in oral, written or electronic form, to a non-US national in the US or another country. You are not allowed to transfer this technology to a citizen on the restricted countries list. When traveling on the airplane, the person sitting next to you may be a national from one of the restricted countries. If you were to leave the manuals in your hotel room in China, they could be viewed by local hotel workers. Just because your colleague works at HP, you cannot assume they have the same access to the information and technology as you do.

This scenario shows that every day in our job at HP we need to be diligent and aware of the technology that we have been exposed to and whether that technology is sensitive and restricted. We need to ensure the utmost care is taken that we do not communicate this technology to persons and entities in what is termed "Restricted Countries" without appropriate export Authorisation.

The following HP Employee Letter of Assurance must be signed by all new HP employees. The signing of this letter provides HP with an important level of safeguard (legal due diligence) against actions (willful or inadvertent) by its employees contrary to the company's Export Control policies on transfer of sensitive technology to entities in restricted countries.

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the U.S. Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

Armenia  
Azerbaijan  
Belarus  
Cambodia  
Cuba  
Georgia  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan Republic  
Laos

*R. Padma Priya*



Libya  
Macao (Macau)  
Moldova  
Mongolian People's Republic  
North Korea  
People's Republic of China (PRC)  
Russia  
North Sudan (Khartoum)  
Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Vietnam

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper U.S. government authorization to destinations not eligible for exports under license exemption TSR. According to current U.S. export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Name: \_\_\_Padma Priya Raja Guru

Signature: \_\_\_{{Sig1\_es\_:signer1:signature}} \_

Date: \_\_\_{{Dte\_es\_:signer:date}} \_\_\_

**Agreement Regarding Confidential Information and Proprietary Developments**

Candidate Name: Padma Priya Raja Guru (Internal) (CID8283286)

*R. Padma Priya*





Candidate ID #: CID8283266

**1. Consideration and Relationship to Employment.** As a condition of my employment with HP Inc. Company or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

*R. Padma Priya*



I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Relief; Extension.** I understand that if I violate this Agreement, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply.

8. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

R. Padma Priya





9. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

10. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

I accept the offer, Agreement Regarding Confidential Information and Proprietary Developments and all of the documents' terms and conditions above

**For Employee**

{{Sig1\_es\_signer1:signature}}

\_\_\_\_\_  
Name

{{Die\_es\_signer.date}}

\_\_\_\_\_  
Date

**For and on behalf of the company**

*(Faint signature of Binu Mathew)*  
Binu Mathew  
Country Director Human Resources

*R. Padma Priya*

607

10-Dec-2019

Dear Parasuram LMJ,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

Candidate ID - 13714575

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,595/- This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.20,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.


Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com/cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

  
Suresh Bethavanda  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Annexure A

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Designation: Programmer Analyst Trainee

Name: Parasuram LNU

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		21,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,985
	Annual Total Remuneration		401,985

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

† Provident Fund Wages: For the purpose of computing contribution to Provident fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Log in to <https://mycognizant.cognizant.com> -> Total Rewards App for more details



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Dr. G.K. Raajesh

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

10-Dec-2019

Dear Rahita Agale LMU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering

Candidate ID - 13714275

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,985/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com/cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Behavardu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Annexure A  
Madurai-625 015

Name: Rahita Jagale LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, Monthly Gross Salary as per Annexure A of this letter excluding 'Advance Statutory Bonus' & 'House Rent Allowance' will be considered. This does not include payments made through 'Special Payout'. Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://www.cognizant.com> -> Total Rewards App for more details

10-Dec-2019

Dear Sivakumar IYU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering

  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13714265

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,586/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.


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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com/cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

  
Suresh Bethavadi  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Annexure A  
 Mr. G.K. Rajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

Name: Sivakumar LNU

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF †	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
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	Gratuity		5,986
	Annual Total Remuneration		401,986

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- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.  
\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://mycognizant.cognizant.com> -> Total Rewards App for more details





**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date:19-Mar-2020

Mymoon Beevi

C8502628

5th cross street, Thirunagar

7639634035

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Mymoon Beevi,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Role - Application Development Associate

Career level - Career level - 12

Talent Segment - Software Engineering



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter "program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.



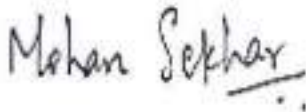
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ insert full legal name]

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## ANNEXURE 1

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	<b>4,15,500</b>
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	25,000
<b>(D) Additional Benefits</b>	
Gratuity as per law# + Insurance Premium (notional value)	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

#### (C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.



**Note: For International Worker Only\***

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.



## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Swetha Jayapandian

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**AstraZeneca**

AstraZeneca India Private Limited  
Block A, 10th Floor, Tower 100 & 110, Cross,  
Ramanathan IT SEZ,  
Rajiv Gandhi Salai (GMR), Taramani,  
Chennai-600113  
Telephone: +9144 40451600  
astraZeneca.com

**Date:**

Dear Amurtha

**Letter of Intent**

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as **Junior Engineer** at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure – I. The details on the salary are given in Annexure – II.

If you have any queries or require any further information, please do not hesitate to contact the Human Resources Department. The appointment letter will be given to you on the day of joining.

May we take this opportunity of wishing you a successful association with AstraZeneca India

Yours sincerely,  
For AstraZeneca India Private Limited

DocuSigned by:  
*Anuradha Kumar*  
E5739A09E3A4AE  
**Anuradha Kumar**  
Associate Director - Human Resources

Encl: as above

Registered Office Address: AstraZeneca  
India Private Limited  
Block A, 10th Floor, Tower 100 & 110, Cross,  
Ramanathan IT SEZ, Taramani,  
Chennai - 600113, Tamil Nadu, India  
CIN: U27107TN2011PLC000000  
Telephone: +914440451600



**ANNEXURE I**

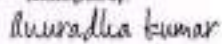
**TERMS AND CONDITIONS OF  
THE EMPLOYMENT OFFER MADE TO**

- Probation:** Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management. During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.
- Hours of Work:** The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.
- Leave:** You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.
- Relocation:** Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.  
*In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.*
- Transportation:** Employees are entitled for company transport as per transport policy, as may be amended from time to time.
- Background Checks:** Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.
- Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.
- Subsequent Changes:** If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.

We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

For AstraZeneca India Private Limited

DocuSigned by:  
  
EET339ADE3ANAE

**Anuradha Kumar**  
Associate Director - Human Resources

---

I hereby accept the above mentioned terms and conditions

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



<b>Annexure II</b>	
<b>Financial &amp; Benefits Details</b>	
<b>Name</b>	<b>Amurtha S</b>
<b>Designation</b>	<b>Junior Engineer</b>
<b>Career Level</b>	<b>B3</b>
<b>PARTICULARS</b>	
<b>SALARY DETAILS</b>	<b>Amount in INR</b>
Basic	180,000
HRA	90,000
Personal Pay*** (Flexible benefits linked)	122,418
Telephone Reimbursement	30,000
Books & Periodicals Reimbursement	24,000
Professional Pursuit Reimbursement	24,000
Food Voucher	13,300
Leave Travel Reimbursement	40,000
<b>ANNUAL BASE SALARY</b>	<b>392,418</b>
<b>RETIREMENT BENEFITS PER ANNUM</b>	
PF	21,600
Gratuity	8,658
<b>ANNUAL COST</b>	<b>422,676</b>
<b>VARIABLE PERFORMANCE BONUS*</b>	<b>39,242</b>
<b>TOTAL COST</b>	<b>461,918</b>
<b>PREMIUM ON MEDICAL SCHEMES**</b>	
Group Medical Insurance Premium	40,000
Group Personal Accident Premium	785
Group Life Insurance Premium	942
Employees Deposit Linked Insurance Premium	228
<b>COST TO COMPANY</b>	<b>503,872</b>
<p>*Variable performance bonus is based on individual's performance and company's performance</p> <p>**Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.</p> <p>*** Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books &amp; Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement subject to maximum limits as defined by AstraZeneca.</p> <p>Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.</p> <p>AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.</p>	

Dr. S. Ramesh  
Placement Officer  
MADRASA College of Engineering

AstraZeneca

AstraZeneca India Private Limited  
Block A, Neville Towers, 10th & 11th Floors,  
Ramanujan IT SEZ,  
Haps - 401305, Sector 10/AM, Tarapur,  
Chennai-600113  
Telephone: +9144 40481000  
astraZeneca.com

  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

01 June, 2020

Ms.Eashwari Muthukumar,

Dear Eashwari,

**Sub: Letter of Appointment**

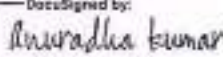
Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "Junior Engineer", at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure - I. The details on the salary are given in Annexure - II.

If you have any queries on your appointment or require any further information, please do not hesitate to contact the Human Resources Department. We would appreciate it, if you would acknowledge your acceptance of this appointment by signing the enclosed copy of the Principal Statement with the annexures, and return the same, for our records.

May we take this opportunity of wishing you a successful association with AstraZeneca India.

Yours sincerely,  
For AstraZeneca India Private Limited

DocuSigned by:  
  
EFT39ADRE344AE  
Anuradha Kumar  
Associate Director-Human Resources  
Encl: as above

Registered Office Address:  
AstraZeneca India Private Limited  
Block A, Neville Towers, 10th Floor,  
Ramanujan IT SEZ, Tarapur,  
Chennai - 600113,  
Tamil Nadu, India  
CIN: U24111TN1986PTC129403  
Telephone: +9144 40481000



**ANNEXURE I**

**PRINCIPAL STATEMENT OF TERMS AND CONDITIONS OF  
THE EMPLOYMENT OFFER MADE TO**

**Eashwari Muthukumar**

We have great pleasure in offering employment in AstraZeneca India Private Limited ("AZIPL") on the following terms and conditions:

**TERMS AND CONDITIONS:**

**1. JOB TITLE**

You will be designated as "Junior Engineer".

**2. SALARY**

Your basic salary is **Rs. 15,000/-** per month. You are also entitled for allowances and benefits as detailed in Annexure II, which forms part of this Principal Statement of Terms and Conditions. The earned monthly salary will be transferred to your account with a bank specified by AZIPL. The salary would be subject to deduction of tax and other statutory dues as applicable.

**3. EFFECTIVE DATE**

This letter of appointment is effective from **01 June, 2020**.

**4. BACKGROUND VERIFICATION**

Your employment is subject to,

- Successful completion of background verification which involves verification of your educational qualification, previous employment, salary and history of character and conduct. Any false or untrue information provided by you at the time of employment or afterwards may result in immediate termination of your employment without any notice or compensation;
- In case you are hired directly from campus before your final exam results are published/ award or degree, your appointment shall be subject to you producing the mark sheets and degree certificates which prove your successful completion of course within **Six** months from the date of joining or such extended time as may be agreed in writing by AstraZeneca.

**5. PROBATION**

Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management.

During the period of probation each of the parties can terminate this Letter of Appointment at any time and for any reason and by giving thirty days' notice.

**6. LOCATION**

You will be required to carry out your work from the offices of AZIPL situated at Global Technology Centre at Chennai in the normal course of employment. However, you may be required to work in any of AZIPL's or its affiliates' establishments as may be directed by the management of AZIPL ("**Management**") from time to time or be transferred to any other department, office or establishment of AstraZeneca or AZIPL's associate companies, with reasonable notice, as may be directed by the Management.

## 7. HOURS OF WORK

The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.

## 8. HOLIDAYS & LEAVE

- AZIPL would provide annual holidays in compliance with the requirements of the applicable statutes. The list of annual holidays would be communicated to the employees and displayed on all notice board.
- You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time

## 9. RETIREMENT AGE

The retirement age in AZIPL is 60 years.

## 10. NOTICE OF TERMINATION OF EMPLOYMENT

This contract of employment may be terminated by giving **2 months / 3 months (depending on the Global Career Level, GCLS A – E 2 months and F and beyond are 3 months)** notice in writing, from either side or pay Basic Salary in lieu of the notice period. You shall be relieved from service, only after you complete the exit-clearance formalities in force.

## 11. SAFETY AND HEALTH AT WORK

You will be required to acquaint yourself with, and to fulfil your obligations under, the Health and Safety regulations and codes of practice issued from time to time.

## 12. RETIREMENT BENEFITS

You shall be governed by the Retirement Schemes that are in force in AZIPL. Specifically, you shall be covered by Provident Fund (PF), and Gratuity as per the statutory norms and the company's policies and rules.

## 13. MEDICAL, LIFE & ACCIDENT INSURANCE

You shall be covered by a Group medical insurance policy (which includes hospitalization and domiciliary benefits), group life insurance and group personal accident insurance policy. Rules and regulations pertaining to these policies will be communicated to you by the HR dept. and may be subject to change periodically

## 14. GRIEVANCE

If you have a grievance relating to your employment, or you are dissatisfied with any decision relating to yourself, you have the right to discuss the same with your manager for the purpose of seeking redress. If you are still not satisfied, you can approach the Human Resources Department.

## 15. ADHERENCE TO CODE OF CONDUCT AND COMPANY POLICIES

You shall strictly adhere to AstraZeneca's "Code of Conduct" as described in the booklet enclosed with this letter. You shall also abide by all the policies in force in the company from time to time. Appropriate action, including disciplinary action may be taken by the company in case of violation of the above.

## 16. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

16.1 The following terms used in this Clause 16, shall have the meaning attributed to them hereunder:





i) The term "Affiliates" shall mean with respect to AZIPL, any company that controls, is controlled by or is under common control with AZIPL. For purposes of this definition only, "control" means to (a) possess, directly or indirectly, the power to direct the management or policies, whether through ownership of voting securities or by contract relating to voting rights or corporate governance or

(b) own, directly or indirectly, more than fifty percent (50%) of the outstanding voting securities or other ownership interest.

ii) The term "Confidential Information" used herein shall mean any information (whether or not recorded in documentary form, or stored on any magnetic or optical disk or memory) relating to the business, products, affairs, finances, contracts, business methods, trade secrets, technical data, know-how, ideas, discoveries, operations, scientific procedures, designs, methods, processes, practices, marketing plans, strategies, product information, manufacturing methods, presentations, reports, documents, data, programs, patents, compilations, customer information and personal information of AZIPL, the Affiliates or their business contacts, personal information of their respective directors, officers, personnel, customers, clients, representatives and agents, and such other information deemed to be confidential by AZIPL which is disclosed to or accessed by you by virtue of your employment with AZIPL. However, "Confidential Information" shall not include information which:

- (a) at the date of its disclosure to you is in the public domain, or
- (b) is lawfully obtained or available from a third party without any obligation of confidentiality and without breach of this agreement; or
- (c) was already known to you and has been received from a source other than AZIPL or its Affiliates

iii) The term "Intellectual Property" shall mean any inventions, discoveries, works of authorship, creation, design, variety, improvements, ideas, designs, (whether or not patentable), developments, works of artistry (including software, drawings, specifications, data, manuals, notes and other documents) and other work products made, authored, conceived or developed by you solely or jointly with others, which result from or relate to your duties/role hereunder, including any developed product, technology or materials capable of being protected as patents, trademarks, copyrights, trade secrets and other types of intellectual property, which is invented, discovered or created by you in the course of your employment with AZIPL.

16.2 You hereby acknowledge that you will have access to the Confidential Information as an employee of AZIPL and as part of your duties hereunder. You shall keep confidential the Confidential Information and shall not without the prior written consent of AZIPL, disclose or publish any Confidential Information to any third party nor use the Confidential Information for any purpose other than in connection with the performance of your duties or the carrying out of your obligations for AZIPL in accordance with this Letter of Appointment.

16.3 In respect of any personal information and data disclosed to or accessed by you in the course of your employment with AZIPL, you shall keep such information confidential and not disclose the same to any person except as required for the performance of your duties hereunder and to a person who has a legitimate business need to access such information. You will, in this connection, comply with AZIPL's Global Policy on Data Privacy <http://www.astrazeneca.com/Responsibility/Code-policies-standards/Our-global-policies>, as amended from time to time.

16.4 The restrictions on use and disclosure of the Confidential Information set out in Clause 15.2 will apply whether or not your name appears on the rolls of AZIPL and the provisions of Clause 15.2 shall survive indefinitely beyond the termination of your employment with AZIPL.

16.5 You agree that during the term of your employment with AZIPL and for a period of one (1) year thereafter you will not directly or indirectly: (i) engage in or contribute your knowledge and abilities gained from the projects you had undertaken at AZIPL to any business or entity in competition with AZIPL or AstraZeneca; or (ii) employ or attempt to employ or assist anyone in employing any person who is an employee of AZIPL.

16.6 Any Intellectual Property which is invented, created or generated by you in the course of your employment with AZIPL shall be owned solely and exclusively by AZIPL or AstraZeneca.



16.7 You shall disclose the information about any Intellectual Property promptly and completely to AZIPL and shall, during the period of your employment with AZIPL and at any time thereafter:

- (i) Execute all documents and perform such lawful acts as requested by AZIPL for vesting in AZIPL and/or AstraZeneca the entire right, title and interest in and to the Intellectual Property,
- (ii) Execute all documents requested and required by AZIPL and/or AstraZeneca for acquiring the Intellectual Property and
- (iii) Give AZIPL and/or AstraZeneca all assistance it may reasonably require, in order to obtain, maintain and protect AZIPL's and/or AstraZeneca's right in the Intellectual Property.

16.8 You shall disclose the information about any Intellectual Property promptly and completely to AZIPL and shall, during the period of your employment with AZIPL and at any time thereafter:

- (i) Execute all documents and perform such lawful acts as requested by AZIPL for vesting in AZIPL and/or AstraZeneca the entire right, title and interest in and to the Intellectual Property,
- (ii) Execute all documents requested and required by AZIPL and/or AstraZeneca for acquiring the Intellectual Property and
- (iii) Give AZIPL and/or AstraZeneca all assistance it may reasonably require, in order to obtain, maintain and protect AZIPL's and/or AstraZeneca's right in the Intellectual Property.

16.9 You hereby assign and transfer and shall assign and transfer, without additional consideration, to AZIPL (or AstraZeneca or such other designee as directed by AZIPL), all right, title and interest in and to any and all Intellectual Property throughout the world, made or conceived or reduced to practice or learned by you either solely or jointly with others during your employment with AZIPL.

16.10 You shall not use confidential information or intellectual property of a third party during the course of your employment with AZIPL unless you are permitted by AZIPL. You shall take reasonable measures and exercise best efforts to avoid infringing third party's Intellectual Property during the course of employment with AZIPL.

16.11 You hereby agree that monetary damages for any breach or threatened breach of the provisions of this Clause 15 are inadequate and that any breach or threatened breach will constitute an irreparable injury to AZIPL. In addition to all other rights provided by law to which AZIPL may be entitled, AZIPL will have the right to have an injunction issued against you to prevent any breach.

## 17. OTHER EMPLOYMENT

During the employment with AstraZeneca, you shall not accept any other form of employment, or engage in any other business activity, or perform any service as consultant or advisor to any third party.

## 18. SUBSEQUENT CHANGES

If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this Letter of Appointment.

## 19. GOVERNING LAW

19.1 This letter of appointment shall be governed and interpreted in accordance with the laws of India. Subject to Clause 18.2 below, the courts at Bangalore shall have exclusive jurisdiction to decide any dispute arising from this Letter of Appointment.

19.2 All disputes arising out of or in relation to this Letter of Appointment shall be first attempted to be resolved amicably by mutual negotiations, failing which such dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act 1996 before a sole arbitrator appointed by AZIPL.



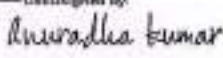
**20. SUPPORTING INFORMATION**

On joining, you are requested to submit the following documents to the Human Resources Department:

- Photocopies of certificates and marks-sheets supporting your qualifications.
- If employed currently, a relieving letter, in original, from your current employing organization on joining AZIPL and a copy/original pay slip of last salary drawn.
- If employed currently, an experience certificate, in original, from your current employing organization on joining AZIPL.
- Copy of your valid passport, if available
- 3 passport-sized photographs

Please note that this Letter of Appointment is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

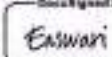
For AstraZeneca India Private Limited

DocuSigned by:  
  
EE739AC8E3AAE.  
**Anuradha Kumar**  
Associate Director-Human Resources  
Encl: as above

**TO: ASTRAZENECA INDIA PVT. LTD.**

I hereby accept your offer of employment on the terms and conditions set out above. I understand that my acceptance of the offer of employment on the terms specified by AZIPL shall form a contract of employment between myself and AZIPL. I understand that, this Letter of Appointment shall become void, provided, any of the information furnished by me in my application, CV, medical questionnaire, references or at my interview is/are found to be inaccurate or false. I hereby agree to diligently, faithfully and to the best of my abilities serve the Company, use my best endeavors to promote the interests of the Company, perform all the duties entrusted to me from time to time and agree that for the performance of such duties, I will use all the knowledge, skills and experience which I possess.

I fully agree to comply with the terms and conditions mentioned above and understand that AZIPL can take appropriate action including legal/ disciplinary action if I am in violation or breach of any of the above.

Signature of employee:   
DocuSigned by:  
Easwari

Date: 20-Jun-2020

Name: Easwari

<b>Annexure II</b>	
<b>Compensation Breakup</b>	
<b>Name</b>	<b>Eashwari Muthukumar</b>
<b>Designation</b>	<b>Junior Engineer</b>
<b>Career Level</b>	<b>B3</b>
<b>SALARY DETAILS</b>	
	<b>Amount in INR</b>
Basic	180,000
HRA	90,000
Personal Pay*** (Flexible benefits linked)	122,418
	<i>(upto the maximum limits detailed below)</i>
Telephone Reimbursement	30,000
Books & Periodicals Reimbursement	24,000
Professional Pursuit Reimbursement	30,000
Food Voucher	13,200
Leave Travel Reimbursement	40,000
Car Lease****	Cancel/ at Personal Pay Limit
Fuel Reimbursement****	1,20,000
Driver Allowance****	1,80,000
<b>ANNUAL BASE SALARY</b>	<b>392,418</b>
<b>RETIREMENT BENEFITS PER ANNUM</b>	
PF	21,600
Gratuity	8,658
<b>ANNUAL COST</b>	<b>422,676</b>
<b>VARIABLE PERFORMANCE BONUS*</b>	<b>39,242</b>
<b>TOTAL COST</b>	<b>461,918</b>
<b>PREMIUM ON MEDICAL SCHEMES**</b>	
Group Medical Insurance Premium	40,000
Group Personal Accident Premium	785
Group Life Insurance Premium	942
Employees Deposit Linked Insurance Premium	228
<b>COST TO COMPANY</b>	<b>503,872</b>
*Variable performance bonus is based on individual's performance and company's performance	
**Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.	
*** Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books & Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement subject to maximum limits as defined by AstraZeneca.	
**** Applicable for grade E and above.	
Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.	
AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.	



## ANNEXURE I

TERMS AND CONDITIONS OF  
THE EMPLOYMENT OFFER MADE TO

- Probation:** Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management. During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.
- Hours of Work:** The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.
- Leave:** You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.
- Relocation:** Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.  
*In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.*
- Transportation:** Employees are entitled for company transport as per transport policy, as may be amended from time to time.
- Background Checks:** Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.
- Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.
- Subsequent Changes:** If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.

We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

For AstraZeneca India Private Limited

DocuSigned by:

*Anuradha Kumar*

EE7336AD8E34AE

**Anuradha Kumar**  
**Associate Director - Human Resources**

---

I hereby accept the above mentioned terms and conditions

Date:

Signature:

---



## Annexure II

## Financial &amp; Benefits Details

Name	Easwari M	Dr. G.K. Rajesh Placement Officer Thiagarajar College of Engineering Madurai-625 015
Designation	Junior Engineer	
Career Level	B3	

## PARTICULARS

SALARY DETAILS	Amount in INR
Basic	180,000
HRA	90,000
Personal Pay*** (Flexible benefits linked)	122,418
	(upto the maximum limits detailed below)
Telephone Reimbursement	30,000
Books & Periodicals Reimbursement	24,000
Professional Pursuit Reimbursement	30,000
Food Voucher	13,200
Leave Travel Reimbursement	40,000
<b>ANNUAL BASE SALARY</b>	<b>392,418</b>
<b>RETIREMENT BENEFITS PER ANNUM</b>	
PF	21,600
Gratuity	8,658
<b>ANNUAL COST</b>	<b>422,676</b>
<b>VARIABLE PERFORMANCE BONUS*</b>	<b>39,242</b>
<b>TOTAL COST</b>	<b>461,918</b>
<b>PREMIUM ON MEDICAL SCHEMES**</b>	
Group Medical Insurance Premium	40,000
Group Personal Accident Premium	785
Group Life Insurance Premium	942
Employees Deposit Linked Insurance Premium	228
<b>COST TO COMPANY</b>	<b>503,872</b>

\*Variable performance bonus is based on individual's performance and company's performance

\*\*Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.

\*\*\* Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books & Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement subject to maximum limits as defined by AstraZeneca.

Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.

AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.



AstraZeneca India Private Limited  
Block A, 11th Floor, Tower 10th & 11th Floors,  
Ramanujan IT SEZ,  
Rajiv Gandhi Sagar (DMR), Taramani,  
Chennai-600113  
Telephone: +9144 40481800  
astraZeneca.com

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date:

Dear Iswariya

**Letter of Intent**

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "**Junior Engineer**" at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure – I. The details on the salary are given in Annexure – II.

If you have any queries or require any further information, please do not hesitate to contact the Human Resources Department. The appointment letter will be given to you on the day of joining.

May we take this opportunity of wishing you a successful association with AstraZeneca India

Yours sincerely,  
For **AstraZeneca India Private Limited**

DocuSigned by:  
  
EE739AC663A4AC

**Anuradha Kumar**  
Associate Director - Human Resources

Encl: as above

Registered Office Address: AstraZeneca  
India Private Limited,  
Block A, 11th Floor, Tower 10th & 11th Floors,  
Ramanujan IT SEZ, Taramani,  
Chennai - 600113, Tamil Nadu, India  
CIN: U21111IN1895PTC120425  
Telephone: +9144 40481800



**ANNEXURE I**

**TERMS AND CONDITIONS OF  
THE EMPLOYMENT OFFER MADE TO**

- Probation:** Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management. During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.
- Hours of Work:** The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.
- Leave:** You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.
- Relocation:** Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.  
*In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.*
- Transportation:** Employees are entitled for company transport as per transport policy, as may be amended from time to time.
- Background Checks:** Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.
- Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.
- Subsequent Changes:** If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.



We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

For **AstraZeneca India Private Limited**

Decoded by:  
*Anuradha Kumar*  
EET32AD9E2MAE

**Anuradha Kumar**  
Associate Director - Human Resources

---

I hereby accept the above mentioned terms and conditions

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Annexure II	
Financial & Benefits Details	
Name	Iswariya
Designation	Junior Engineer
Career Level	B3
Dr. G.K. Raajesh Placement Officer Thiagarajar College of Engineering Madurai-625 015	
PARTICULARS	
SALARY DETAILS	Amount in INR
Basic	180,000
HRA	90,000
Personal Pay*** (Flexible benefits linked)	122,418
	(upto the maximum limits detailed below)
Telephone Reimbursement	30,000
Books & Periodicals Reimbursement	24,000
Professional Pursuit Reimbursement	30,000
Food Voucher	13,200
Leave Travel Reimbursement	40,000
<b>ANNUAL BASE SALARY</b>	<b>392,418</b>
RETIREMENT BENEFITS PER ANNUM	
PF	21,600
Gratuity	8,658
<b>ANNUAL COST</b>	<b>422,676</b>
<b>VARIABLE PERFORMANCE BONUS*</b>	<b>39,242</b>
<b>TOTAL COST</b>	<b>461,918</b>
PREMIUM ON MEDICAL SCHEMES**	
Group Medical Insurance Premium	40,000
Group Personal Accident Premium	785
Group Life Insurance Premium	942
Employees Deposit Linked Insurance Premium	228
<b>COST TO COMPANY</b>	<b>503,872</b>
<p>*Variable performance bonus is based on individual's performance and company's performance</p> <p>**Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.</p> <p>*** Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books &amp; Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement subject to maximum limits as defined by AstraZeneca.</p> <p>Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.</p> <p>AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.</p>	

BE YOURSELF,  
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:24-Jan-2020

Kaleeswaran Raman  
C8502619

7c,thiruvalluvar street,pasumponnagar,palanganatham  
8870726744

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Kaleeswaran Raman,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter "program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Version 5.0 Dec 2019

Confidential

Reference Id: 7160affb-8fb2-47a4-b340-93988894c773\_1  
Signed By: Mohan Sekhar



- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

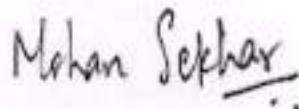
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name]



*R*

**ANNEXURE 1**

**COMPENSATION & BENEFITS**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	25,000
<b>(D) Additional Benefits</b>	
Gratuity as per law# + Insurance Premium (notional value)	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

**(A) Annual Fixed Compensation**

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Local Variable Bonus (LVB)**

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

**(C) Joining Bonus**

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***

\* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.



Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.



*per*

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06-Dec-2019

Dear Sneha,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering



Dr. G.K. Ranjesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 13718445

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

*S. Bethavaru*

Suresh Bethavaru  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Gaut

Cognizant

## Annexure A

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Name: Sreka

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

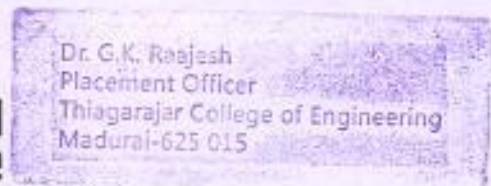
\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be





06-Dec-2019

Dear Rajeeswari,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering



Candidate ID - 13718447

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,906/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



2015

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annexure A

Name: Rajeeswari

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be



00-8

**Cognizant**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

06-Dec-2019

Dear Saravanan,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagaraja College of Engineering



Candidate ID - 13718440

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/- . This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/- . This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



G.K.

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Annexure A

Name: Saravanan Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

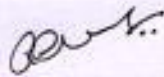
\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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**Cognizant**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

06-Dec-2019



Dear Narmatha LNU,  
B.Tech/B.E., Electronics and Communication Engineering  
Thiagarajar College of Engineering

Candidate ID - 13718436

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

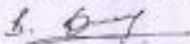
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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavanda  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Cognizant

Annexure A

Name: Narmatha LMJ

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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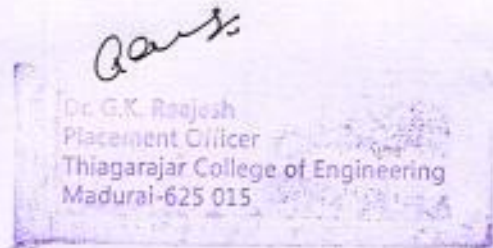
\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Mr. Balamurali  
1/512, North Car Street,  
Karur,  
Tamilnadu.  
Tel# 91-9080564321

Dear Balamurali,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

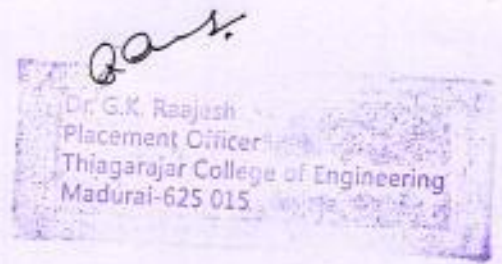
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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careens@tcs.com





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Balamurali</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

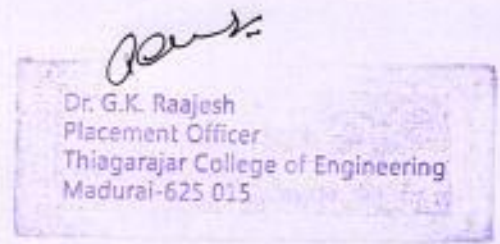
\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Mr. Manoj  
81-b, Selambanur,Anthiyur,  
Erode,  
Tamilnadu.  
Tel# 91-9456786432

Dear Manoj,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/CT20182417836**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





*G.K.*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Manoj</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Ms. Agalya Rani M  
524, Malligai street,  
Soodamani Nagar, Karaikudi,  
Tamilnadu.  
Tel# 91-8270654321

Dear Agalya Rani,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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TCS Confidential  
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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Agalya Rani L M</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Ms. Malavika  
276/19, Nehruji street, Balaji Nagar,  
Lakshmipuram, Periyakulam, Theni  
Tamilnadu.  
Tel# 91-9626602696

Dear Malavika,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careerns@tcs.com





Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Malavika</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Mr. Hariharan  
53/94, Muslim Middle Street,  
Aruppukottai,  
Tamilnadu.  
Tel# 91-9626538474

Dear Hariharan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Hariharan T S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

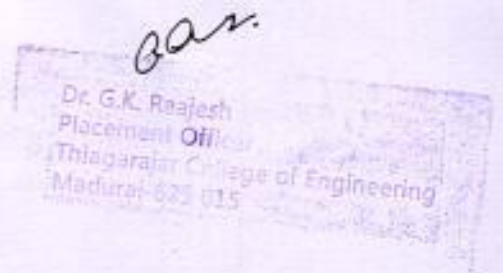
\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182417836/Chennai**  
**Date: 18/08/2020**

Mr. Ajith Kumar  
14, Thillai chiambara nadar street,  
Sivakasi,  
Tamilnadu.  
Tel# 91-9245678321

Dear Ajith Kumar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-525 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Ajith Kumar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>