



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 2021 - 2022

Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
1	18D076	PRASANTH M	ECE	GenC	4LPA	Offer Letter
2	18D080	Prem Kannan N	ECE	GenC	4LPA	Offer Letter
3	18D090	Swetha Ratchanam	ECE	CTS	4LPA	Offer Letter
4	18D126	BALAMURUGAN R	ECE	GenC	4LPA	Offer Letter
5	18D135	SRIVENKATANATHAN S	ECE	GenC	4LPA	Offer Letter
6	18D012	ARUN KUMAR S M	ECE	Mphasis	4LPA	Offer Letter
7	18D063	Mohamed Mohaideen S	ECE	Mphasis	4LPA	Offer Letter
8	18D124	Abdul Latiff	ECE	Mphasis	4LPA	Offer Letter
9	18D017	ASWIN SHIVA R S	ECE	TCS	4LPA	Offer Letter
10	18D059	Mahalakshmi R P	ECE	TCS	4LPA	Offer Letter
11	18D018	BAGHIYALAKSHMI S	ECE	Accenture	4.5LPA	Offer Letter
12	18D113	Swetha JP	ECE	Accenture	4.5LPA	Offer Letter
13	18D009	ARAVINDHAN	ECE	GenC	4LPA	Offer Letter
14	18D015	Arunachalam A	ECE	GenC	4LPA	Offer Letter
15	18D091	Sandeep Raj	ECE	HCL	4.25LPA	Offer Letter
16	18D016	Rukshana Parveen	ECE	CTS	4LPA	Offer Letter
17	18D048	Kaveri R	ECE	Delta Electronics	5LPA	Offer Letter
18	18D055	LAVANYA R	ECE	Delta Electronics	5LPA	Offer Letter
19	18D075	PRABALAKSHMI A	ECE	Delta Electronics	5LPA	Offer Letter
20	18D086	Renee Tracy V R	ECE	Delta Electronics	5LPA	Offer Letter
21	18D096	Shivashankar C	ECE	Delta Electronics	5LPA	Offer Letter
22	18D116	Thabasum Aara S	ECE	Delta Electronics	5LPA	Offer Letter
23	18D027	Dharbanesh M V	ECE	EmbedUR	4LPA	Offer Letter



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Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
24	18D044	JYOTI KRISHNAA AK	ECE	EmbedUR	4LPA	Offer Letter
25	18D113	Sree Nisanth M.S	ECE	EmbedUR	4LPA	Offer Letter
26	18D121	Vignesh C	ECE	EmbedUR	4LPA	Offer Letter
27	18D028	DIVAGAR D	ECE	Tataelxsi	5.5LPA	Offer Letter
28	18D034	Harish Kumar R	ECE	Tataelxsi	5.5LPA	Offer Letter
29	18D073	PAZHANI BHARATHI J	ECE	Tataelxsi	5.5LPA	Offer Letter
30	18D094	SHIBISH K T P	ECE	Zoho	7LPA	Offer Letter
31	18D006	Anugraha L	ECE	ShopUp	8LPA	Offer Letter
32	18D0128	KIRUBAKARAN S	ECE	Temenos	6.33LPA	Offer Letter
33	18D125	ANIS FATHIMA N	ECE	Comcast	6LPA	Offer Letter
34	18D004	AKASH KANNAN K	ECE	Kaar Technologies	8LPA	Offer Letter
35	18D105	SUBATHRAA V	ECE	Kaar Technologies	8LPA	Offer Letter
36	18D072	PADMAVATHI T	ECE	Trimble	7LPA	Offer Letter
37	18D127	Gokul O	ECE	Wipro	5.5LPA	Offer Letter
38	18D020	BHARATH KUMAR K	ECE	Vuram	7LPA	Offer Letter
39	18D045	Kannan	ECE	Vuram	7LPA	Offer Letter
40	18D038	Ishwarya J	ECE	Zoho	7LPA	Offer Letter
41	18D039	JAGATHA M	ECE	Zoho	7LPA	Offer Letter
42	18D046	KARTHIKA P	ECE	Zoho	7LPA	Offer Letter
43	18D060	MAHESH A	ECE	Zoho	7LPA	Offer Letter
44	18D078	Praveen Kumar A	ECE	Zoho	7LPA	Offer Letter
45	18D132	SARAVANA KUMAR S	ECE	Zoho	7LPA	Offer Letter
46	18D013	Arun panchatcharam s	ECE	Deloitte	6LPA	Offer Letter
47	18D014	Aruna devi R	ECE	Deloitte	6LPA	Offer Letter
48	18D026	DHANUSHPRIYA P	ECE	Deloitte	6LPA	Offer Letter



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Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
74	18D022	BHUVAN RAKSITHA S	ECE	Vuram	7LPA	Offer Letter
75	18D007	Anuja S	ECE	GenC	4LPA	Offer Letter
76	18D030	GOBIKA P	ECE	GenC	4LPA	Offer Letter
77	18D068	NANDHINI J	ECE	GenC	4LPA	Offer Letter
78	18D087	Renuka K	ECE	GenC	4LPA	Offer Letter
79	18D035	Harshan BS	ECE	Accenture	4.5LPA	Offer Letter
80	18D082	RAAGA SWETHA R	ECE	GenC Elevater	4.5LPA	Offer Letter
81	18D117	THIYAGARAJAN A S	ECE	Comcast	6LPA	Offer Letter
82	18D134	SRIDHAR R	ECE	Comcast	6LPA	Offer Letter
83	18D024	Deshika V	ECE	Wipro	5.5LPA	Offer Letter
84	18D056	Leema Susan C	ECE	Wipro	5.5LPA	Offer Letter
85	18D071	Nithya Sree	ECE	Wipro	5.5LPA	Offer Letter
86	18D104	Sridhar B	ECE	Wipro	5.5LPA	Offer Letter
87	18D108	SUGANESWAR V	ECE	Wipro	5.5LPA	Offer Letter
88	18D069	Naveen Kumar S	ECE	GenC	4LPA	Offer Letter
89	18D043	Jeyanthi M	ECE	Deloitte	6LPA	Offer Letter
90	18D005	AKASH RAJ M K	ECE	Deloitte	6LPA	Offer Letter
91	18D019	BARATHKUMAR S B	ECE	Deloitte	6LPA	Offer Letter
92	18D066	MUTHULAKSHMI M	ECE	Brillo	11.5LPA	Offer Letter
93	18D083	RAJ SENTHIL S	ECE	Aruba	11.5LPA	Offer Letter
94	18D036	Hemanth R	ECE	Accenture	4.5LPA	Offer Letter
95	18D021	BHARATHI G	ECE	Garrett	7LPA	Offer Letter
96	18D077	PRAVEEN S	ECE	Mphasis	4LPA	Offer Letter
97	18D002	ABUL HASSAN	ECE	Tiger Analytics	8LPA	Offer Letter
98	18D061	Manju T	ECE	Wipro	6.5LPA	Offer Letter



Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 013

09-Mar-2022

Dear Prashanth M,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19618632

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of **INR 25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

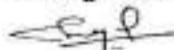
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

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

Compensation and Benefits**Name:** Prashanth M**Designation:** Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,500
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***** Skill Bonus**

We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

*****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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Arunachalam A, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Arunachalam A

Sign: _____
Name:

Sign: _____
Name:



[Handwritten Signature]

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

08-Mar-2022

Dear Prem Kannan N,
B.E., Electronics and Telecommunication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19207577

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

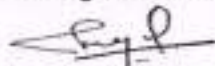
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Prem Kannan N

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	600	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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okklam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Prem Kannan N, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Prem Kannan N

Sign: _____
Name:

Sign: _____
Name:



Dr. G.K. Raajesh

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

09-Mar-2022

Dear Swetha Rachanam,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19618658

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

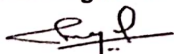
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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.



Maya Sreekumar

Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Swetha Rachanam

Designation: Programmer Analyst,
TraineeDr. G. K. Baalish
Management Officer
Thiagarajar College of Engineering
Madurai-625 015

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

**** Skill Bonus

We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

*****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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Arunachalam A, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination of your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

· Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited**Arunachalam A**Sign: _____
Name:Sign: _____
Name:



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

08-Mar-2022

Dear Balamurugan R,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19207582

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

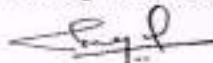
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://careers2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Dr. G.K. Rajesh
Placement Officer

Compensation and Benefits
Thiagarajar College of Engineering
Medurai-625 015

Name: Balamurugan R

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Balamurugan R, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Balamurugan R

Sign: _____
Name:

Sign: _____
Name:



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

03-Dec-2021

Dear Srivenkatanathan S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19183642

Thank you for exploring career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in Compensation and Benefits. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in Employment Agreement. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

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a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

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Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

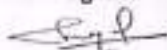
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Srivenkatanathan S Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

· From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager.

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

· From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

· In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.

Employment Agreement - Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Balamurugan R, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information; as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of you:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or, directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Balamurugan R

Sign: _____
Name:

Sign: _____
Name:



Bas

Dr. G.K. Rajesh
Placement Officer
Government College of Engineering

DirectCore/RH11236584/309999/Bangalore/June/V0

PRIVATE AND CONFIDENTIAL

Arun Kumar S M
June 24, 2022

A Government Aided Autonomous Institution Affiliated to Anna) C/o The
Madurai
, India.

Dear Arun Kumar S M,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer, in **Band 5 and Level 2** with our organisation. The gross compensation will be **INR 4,00,000/- (Four Lakhs rupees only)** per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

At Mphasis we believe we have a historic opportunity of building a global world class company. We also believe we are very unique in several ways - our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner the future growth of the Organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on June 28, 2022 at Bangalore. The reporting time is **9:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Contact Us
T: +91 080 4356 1000
F: +91 080 4493 5943
E: recruitment@mpphasis.com

www.mphasis.com

Mphasis Limited
Registered Office
Bangalore World Technos Centre
Marathahalli Outer Ring Road, Dedicorapet Village
Bhadracharya, Bangalore - 560 048, India
CN: L3007KA1992PLC025254



DirectCore/RH11236584/309999/Bangalore/June/V0

PRIVATE AND CONFIDENTIAL

Mohamed Mohaideen S
June 24, 2022

A Government Aided Autonomous Institution Affiliated to Anna) C/o The
Madurai
, India.

Dear Mohamed Mohaideen S

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer, in **Band S and Level 2** with our organisation. The gross compensation will be **INR 4,00,000/- (Four Lakhs rupees only)** per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

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Contact Us:
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F : +91 000 496 9948
E : career_relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanahundi Village,
Mahadevapura, Bangalore- 560 048, India
CIN: L3007KA1992PLC025294



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

DirectCore/RH11236584/309999/Bangalore/June/V0

PRIVATE AND CONFIDENTIAL

June 24, 2022

Abdul Latiff Z

A Government Aided Autonomous Institution Affiliated to Anna) C/o The
Madurai
, India.

Dear Abdul Latiff Z,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer, in **Band 5 and Level 2** with our organisation. The gross compensation will be **INR 4,00,000/- (Four Lakhs rupees only)** per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

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We look forward to you joining us on June 28, 2022 at Bangalore. The reporting time is **9:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

CONTACT US:
T: +91 886696 0292
F: +91 22 6495 5199
E: recruitment@admission.mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Magnum World Technologies Centre,
Marathahalli Outer Ring Road, Doddanahalli Village,
Mahadevapura, Bangalore- 560 044, India
CIN: L3007KA1992PLC029294



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[Handwritten signature]

9

Offer: Computer Consultancy
Ref: TCSL/CT20182972430/Chennai
Date: 05/11/2021

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

Mr. Aswin R S
1, New Bangaru Naidu Colony,
K.K. Nagar (West),
Chennai - 600078.
Tamilnadu.
Tel# 91-9485395017

Dear Aswin R 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.

TCS Confidential
TCSL/CT20182972430

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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 Career ServiceLine: 1800 209 3111 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 ₹8,000/- 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

TCS Confidential

TCSL/CT20182972430

4

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, Narayan Point, Mumbai-410 021

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



- 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

Name	Aswin R S
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
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
TOTAL GROSS	27,415	3,38,875

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)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

Regional Offices

<p>Ahmedabad Lead - Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead - Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead - Talent Acquisition 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>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition 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>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1/1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhtran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiera, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Verwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition 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.



Dr. G.K. Raajesh

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

Offer: Computer Consultancy
Ref: TCSL/DT20218048772/Chennai
Date: 03/11/2021

Ms. Mahalakshmi R P
22/2Kottaimedu St,
Nearer To Wallia Agency,
Ramanathapuram-623501,
Tamil Nadu.
Tel# -

Dear Mahalakshmi R P,

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 ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20218048772

R.P. Mahalingam

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumbakonam 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 Career Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). 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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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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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 TCS Xplore 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.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

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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 expenses towards professional membership as per TCSL's policy.

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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

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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience 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

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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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. 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

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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.

13. 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.

14. 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.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. 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.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. 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.

19. 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.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

22. 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.

23. 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

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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.

24. 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.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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Dr. G.K. Rajesh
 Placement Officer
 Thigarajar College of Engineering
 Madurai-625 013

GROSS SALARY SHEET

Annexure 1

Name	Mahalakshmi R P
Designation	Assistant System Engineer-Trainee
Institute Name	Thigarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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 TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Shoinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers building,Delta Park Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

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TCS/DT20218048772

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Shoinganallur, 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

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P.P. Mahab



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 Associate 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 Associate in the course of or in connection with or arising out of the Associate'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 Associate 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 Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate 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 employment, the Associate 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

Associate 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 Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate 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 Associate 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 Associate 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, Associate shall execute from time to time, during or after the termination of his or her employment, 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 Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate 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. Associate 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

Associate 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.

Associate 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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate 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 employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate 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 Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate 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.

11. 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. Associate 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 Associate 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 of 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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R.P. Mahf

**BE YOURSELF,
MAKE A DIFFERENCE.**

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Strictly Private and Confidential

Date: 04/12/2022

Baghiyalakshmi Subburaj

C10955185

45/20, 1st street, Maliga Garder K Pudur

9626573213

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

Dear Baghiyalakshmi Subburaj,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. 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 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 foregoing 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 a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

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,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Baghiyalakshmi Subburaj

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

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	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/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 415500/-
(E)#Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(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 will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of

the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(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/regulations 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.

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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) 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, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.

##(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500,00/- on submission of actual supporting as per policy.
- 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 above benefits & 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.

GST Clause:

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.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

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:

Baghiyalakshmi Subburaj

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."

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BE YOURSELF, MAKE A DIFFERENCE.

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Strictly Private and Confidential

Date: 04/12/2022

Swetha Jayapandian

C10955181

61/20 Lake View Garden 1st street K.K Nagar

9655061309

Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Trichy, Tamil Nadu, India

Dear Swetha Jayapandian,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. 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 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 76% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 foregoing 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.

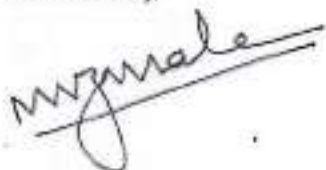
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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 a query, please raise them on <https://indiacampus.accenture.com/tryzone/accenture/auth/login>

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,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Swetha Jayapandian

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements		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/-
(C) Joining Bonus		
Joining Bonus (Refer to the section C)		INR 25,000/-
(D)# Additional Notional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)		INR 6,400/-
Notional Insurance Premium paid by Company		INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)		INR 415500/-
(E)#Additional Discretionary Reimbursements		
Annual Internet reimbursement		INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan		
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value		INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(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 will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of

the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(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/regulations 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.

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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) 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, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.

#D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

#E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- 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 above benefits & 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.

GST Clause:

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.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.



Dr. G.K. Rajesh

(2)

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

06-Jan-2022

Dear Aravindh M,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19291427

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500 /-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfilment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (if offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

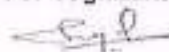
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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.



Maya Sreekumar
Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Aravindhan M

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.

Employment Agreement - Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Balamurugan R, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

15. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Balamurugan R

Sign: _____
Name:

Sign: _____
Name:

14



[Handwritten Signature]

13

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

09-Mar-2022

Dear Arunachalam A,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19618630

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR 25,000/- given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you.

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

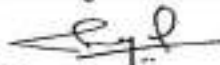
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

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

Compensation and Benefits

Name: Arunachalam A

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

****** Skill Bonus**

We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

*****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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Arunachalam A, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

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The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

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As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

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- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited**Arunachalam A**Sign: _____
Name:Sign: _____
Name:

Dr. G.K. Raajesh

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

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OFFER & APPOINTMENT LETTER

7 February 2022

Sandeep Raj K
Plot No.17, Bhagavathi Street,
Duraismy Nagar, Madurai - 625016.
Dear Sandeep Raj K,

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 **23rd July 2019 at 9:00 A.M** at the following address **HCL Technologies Ltd, SDB 2 - Induction Hall, ELCOT - SEZ Unit -II Special Economic Zone , 602/3, 138, Shollinganallur, Medavakkam High Road, Chennai.** 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 **18 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 18 months from the date of Joining.

You will be on probation for a period of **15 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.

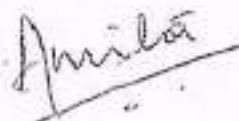
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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 falling 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 Limited,



Amrita Das
Vice President, Head-Global Rewards



09-Mar-2022

Dear Rukshanaparveen S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

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

Candidate ID - 19618657

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

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This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

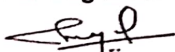
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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.



Maya Sreekumar
Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

****** Skill Bonus**

We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

*****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.

Compensation and Benefits

Name: Rukshanarveen S

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Arunachalam A, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

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any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination of your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

· Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing Law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Arunachalam A

Sign: _____
Name:

Sign: _____
Name:



12

Name: Kaveri R
Department: ECE
Address: TCE, Madurai
Redg. No: 18D048


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

13

Direct Number: 91 124 4874900 F +91 124 4874945
Date: 31st May 2021

Offer for Delta Class

Dear Kaveri R,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion of internship program you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company, it is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this offer.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2004FTC120482
Regd. Office: 1st Floor, ASV Channers Square, New Door No. 37, Old No. 48, Channers Road, Raja Annamalaiapuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@deltaew.com; www.deltapowersolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature:

Name:

Place & Date:

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chenners Square, New Door No. 87, Old No. 48, Chenners Road, Raja Annamalaipuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874950, F +91-124-4874945
Email ID- delhi@deltaelectronics.com; www.deltapowersolutions.com



18

Name: Lavanya.R
Department: ECE
Address: TCE, Madurai
Redg. No: 18D055

Gen

16

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

Direct Number: 91 124 4874900 F +91 124 4874945
Date: 31st May 2021

Offer for Delta Class

Dear Lavanya.R,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion of internship program you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company, it is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this offer.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chambers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaiapuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@deltaew.com; www.deltapowerolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature: *R. Lavanya*
Name: R.LAVANYA
Place & Date: MADURAI & 31.05.2021

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaipuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- delhaindia@deltaww.com; www.deltaponerolutions.com



17

[Handwritten Signature]

Name: Prabalakshmi A
Department: ECE
Address: TCE, Madurai
Redg. No.: 18D075

Dr. G.K. Raajesh
Placement Officer
Thingalur College of Engineering
Madurai-625 013

Direct Number: 91 124 4874900 F +91 124 4874945
Date: 31st May 2021

Conditional Offer for Delta Class

Dear Prabalakshmi A,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority on final assessment and its results.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion after passing the final assessment you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company, it is expected that you will not part with any routine or confidential information with any unauthorised person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this conditional offer.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaipuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No 43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@deltron.com, www.deltapowersolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature: A. Prabalakshmi
Name: Prabalakshmi A
Place & Date: Tirunelveli, 31-05-2021

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2004FTC120482
Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaipuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIEDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@deltawww.com; www.deltagowersolutions.com



13

Name: Renee Tracy V R
Department: ECE
Address: TCE, Madurai
Redg. No: 18D086

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

Direct Number: 91 124 4874900 F +91 124 4874945
Date: 31st May 2021

Offer for Delta Class

Dear Renee Tracy V R,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion of internship program you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company, It is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this offer.

Corporate Identification Number (CIN) U32109TN2908FTC120482

Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaipuram, Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800

Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945

Email ID- deltaindia@deltainow.com; www.deltapowersolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cliff Fann'.

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature :

A handwritten signature in black ink, appearing to read 'Renee Tracy V.R.'.

Name :

A handwritten name in black ink, appearing to read 'Renee Tracy V.R.'.

Place & Date:

A handwritten place name in black ink, appearing to read 'Tirunelveli'.

A handwritten date in black ink, appearing to read '31-05-2021'.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482

Regd. Office: 1st Floor, ASV Chambers Square, New Door No. 47, Old No. 48, Chenniers Road, Raja Annamalaiapuram, Chennai, Tamil Nadu, India, 600 028 T +91-44- 43401800

Corporate Office: Plot No.43, Sector-35, HSIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945

Email ID- deltaindia@deltauw.com; www.deltapowersolutions.com



CG

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Name: Shivashankar C
Department: ECE
Address: TCE, Madurai
Redg. No: 18D096

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

Direct Number: 91 124 4874900 F+91 124 4874945
Date: 31st May 2021

Offer for Delta Class

Dear Shivashankar C,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion of internship program you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company. It is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this offer.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaipuram,
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Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@delatam.com; www.deltagowrnsolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature: _____

Name: _____

Place & Date: _____

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chambers Square, New Door No. 87, Old No. 48, Chambers Road, Raja Annamalaiapuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43468800
Corporate Office: Plot No.43, Sector-35, HSIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaIndia@delta.com; www.deltapowersolutions.com



20

22

Name: Thabasum Aara S
Department: ECE
Address: TCE, Madurai
Redg. No: 18D116

Direct Number: 91 124 4874900 F +91 124 4874945
Date: 31st May 2021

Offer for Delta Class

Dear Thabasum Aara S,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion of internship program you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company, It is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this offer.

Delta Electronics India Private Limited



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature: S. Thabasum Aara S
Name: Thabasum Aara S
Place & Date: Madurai & 31.05.2021

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chaliers Square, New Door No. 87, Old No. 48, Chaliers Road, Raji Annamalaipuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No 43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@delatav.com; www.deltapowersolutions.com

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Confidential

embedUR/OFR/2021/032

September 22, 2021

Employment Offer

Dharbanesh M Vinayagamoorthy,
BE - ECE Department,
Thiagarajar College of Engineering, Madurai

Dear Dharbanesh,

With reference to the campus placement drive at your college, we are pleased to offer you the position of "Software Engineer". The terms and conditions of your employment are as follows:

- 1 Your probation period is for 6 (Six) months. During this period, your performance will be evaluated by the Management and on successful completion, Confirmation in writing will be issued at the end of the probationary period.
- 2 Your annualized Total Compensation (TC) is:
INR. 4,00,000/- (Rupees Four Lakh only) per annum during Probation period (i.e. initial Six months). The details of the salary break up are enclosed in Annexure 1.

INR. 5,00,000/- (Rupees Five Lakh only) per annum after successful completion of the Probation period.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Company.
- 3 At the time of joining, you are required to sign an Employment Agreement with the organization for the period of 24 months. Please refer to the Employment Agreement document shared for more details on terms & conditions.
- 4 You will be in development plan for 2 years from the date of employment (OJT). The performance along with salary will be reviewed after successful completion of development plan (OJT).

- 1 You are eligible for the leave and paid holidays as per the leave policy of the organization (National & State Holidays, Casual Leave - 12, Privilege Leave - 12, Sick Leave -12).
- 2 You are eligible for other benefits like Medical Insurance, Provident Fund and Gratuity as applicable.
- 3 Please bring the following documents, original for verification and copies for our files, at the time of joining.
 - I. Educational & Experience certificates
 - II. 1 passport size photo
 - III. Passport & PAN card.

Appointment Order will be issued only after the verification of all the above documents.

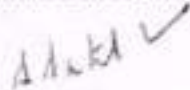
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- 5 Please acknowledge the acceptance of this Offer within 2 business days from the date of issuing the Offer.

Being part of embedUR, we are excited that you will have excellent opportunities to contribute and play a significant role and grow with the Organization.

With Best Wishes and looking forward to have mutually fruitful association.

for

embedUR systems (India) Private Limited


S. Sathish Kumar
Director Human Resources

I have read and understood the terms and conditions of the Offer and accept the same.

Signature : _____

Date : _____

Annexure 1

Total Compensation Breakup

Name	Dharbanesh M Vinayagamoorthy			
Designation	Software Engineer		Location	Chennai
Monthly gross (INR)		30,081.00		
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)	
1.1	Basic	15,041.00	1,80,492.00	
1.2	HRA	6,016.00	72,192.00	
1.3	Conveyance Allowance	3,008.00	36,096.00	
1.4	Medical	3,008.00	36,096.00	
1.5	Special Allowance	1,008.00	12,096.00	
1.6	Internet Reimbursement	2,000.00	24,000.00	
	Sub. Total	30,081.00	3,60,972.00	
1.6	PF employer contribution	1,800.00	21,600.00	
1.7	Gratuity	0.00	8,678.00	
1.8	Medical Insurance (Self)	0.00	8,750.00	
	Total - Section 1.0		4,00,000.00	
Total Compensation			4,00,000.00	
Benefits & Incentives:				
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.				
Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.				

Annexure 1
Total Compensation Breakup

Name	Dharbanesh M Vinayagamoorthy		
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		38,219.00	
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)
1.1	Basic	19,110.00	2,29,320.00
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	Special Allowance	1,822.00	21,864.00
1.6	Internet Reimbursement	2,000.00	24,000.00
	Sub. Total	38,219.00	4,58,625.00
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
	Total - Section 1.0		5,00,000.00
Total Compensation			5,00,000.00
Benefits & Incentives:			
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.			
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3) The above is the pre-tax amount subject to standard deductions such as employee PF contributions, Tax and other applicable deductions.			
Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.			

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embedUR/OFR/2021/022

January 22, 2022

Employment Offer

Jyoti Krishnaa Kesavan,
BE - ECE Department,
Thiagarajar College of Engineering, Madurai

Dear Jyoti,

With reference to the campus placement drive at your college, we are pleased to offer you the position of "Software Engineer". The terms and conditions of your employment are as follows:

- 1 Your probation period is for 6 (Six) months. During this period, your performance will be evaluated by the Management and on successful completion, Confirmation in writing will be issued at the end of the probationary period.
- 2 Your annualized Total Compensation (TC) is:
INR. 4,00,000/- (Rupees Four Lakh only) per annum during Probation period (i.e. initial Six months). The details of the salary break up are enclosed in Annexure 1.

INR. 5,00,000/- (Rupees Five Lakh only) per annum after successful completion of the Probation period.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Company.
- 3 At the time of joining, you are required to sign an Employment Agreement with the organization for the period of 24 months. Please refer to the Employment Agreement document shared for more details on terms & conditions.
- 4 You will be in development plan for 2 years from the date of employment (OJT). The performance along with salary will be reviewed after successful completion of development plan (OJT).

- 1 You are eligible for the leave and paid holidays as per the leave policy of the organization (National & State Holidays, Casual Leave - 12, Privilege Leave - 12, Sick Leave -12).
- 2 You are eligible for other benefits like Medical Insurance, Provident Fund and Gratuity as applicable.
- 3 Please bring the following documents, original for verification and copies for our files, at the time of joining.
 - I. Educational & Experience certificates
 - II. 1 passport size photo
 - III. Passport & PAN card.

Appointment Order will be issued only after the verification of all the above documents.

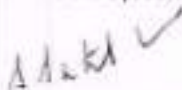
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- 5 Please acknowledge the acceptance of this Offer within 2 business days from the date of issuing the Offer.

Being part of embedUR, we are excited that you will have excellent opportunities to contribute and play a significant role and grow with the Organization.

With Best Wishes and looking forward to have mutually fruitful association.

for

embedUR systems (India) Private Limited


S. Sathish Kumar
Director Human Resources

I have read and understood the terms and conditions of the Offer and accept the same.

Signature : _____

Date : _____

Total Compensation Breakup

Name	Jyoti Krishnaa Kesavan		
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		30,081.00	
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)
1.1	Basic	15,041.00	1,80,492.00
1.2	HRA	6,016.00	72,192.00
1.3	Conveyance Allowance	3,008.00	36,096.00
1.4	Medical	3,008.00	36,096.00
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1.8	Medical Insurance (Self)	0.00	8,750.00
	Total - Section 1.0		4,00,000.00
Total Compensation			4,00,000.00
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Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.			

Annexure 1

Total Compensation Breakup

Name	Jyoti Krishnaa Kesavan		
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		38,219.00	
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)
1.1	Basic	19,110.00	2,29,320.00
1.2	HRA	7,644.00	91,728.00
1.3	Conveyance Allowance	3,822.00	45,864.00
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3) The above is the pre-tax amount subject to standard deductions such as employee PF contributions, Tax and other applicable deductions.			
Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.			

Confidential

embedUR/OFR/2022/022

January 24, 2022

Employment Offer

Vignesh Chidambaram,
BE - ECE Department,
Thiagarajar College of Engineering, Madurai

Dear Vignesh,

With reference to the campus placement drive at your college, we are pleased to offer you the position of "Software Engineer". The terms and conditions of your employment are as follows:

- 1 Your probation period is for 6 (Six) months. During this period, your performance will be evaluated by the Management and on successful completion, Confirmation in writing will be issued at the end of the probationary period.
- 2 Your annualized **Total Compensation (TC)** is:
INR. 4,00,000/- (Rupees Four Lakh only) per annum during Probation period (i.e. initial Six months). The details of the salary break up are enclosed in Annexure 1.

INR. 5,00,000/- (Rupees Five Lakh only) per annum after successful completion of the Probation period.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Company.
- 3 At the time of joining, you are required to sign an Employment Agreement with the organization for the period of 24 months. Please refer to the Employment Agreement document shared for more details on terms & conditions.
- 4 You will be in development plan for 2 years from the date of employment (OJT). The performance along with salary will be reviewed after successful completion of development plan (OJT).

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- 1 You are eligible for the leave and paid holidays as per the leave policy of the organization (National & State Holidays, Casual Leave - 12, Privilege Leave - 12, Sick Leave -12).
- 2 You are eligible for other benefits like Medical Insurance, Provident Fund and Gratuity as applicable.
- 3 Please bring the following documents, original for verification and copies for our files, at the time of joining.
 - I. Educational & Experience certificates
 - II. 1 passport size photo
 - III. Passport & PAN card.

Appointment Order will be issued only after the verification of all the above documents.

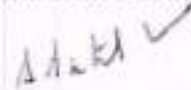
- 4 The validity of this offer is subjected to the successful verification of the background/references.
- 5 Please acknowledge the acceptance of this Offer within 2 business days from the date of issuing the Offer.

Being part of embedUR, we are excited that you will have excellent opportunities to contribute and play a significant role and grow with the Organization.

With Best Wishes and looking forward to have mutually fruitful association.

for

embedUR systems (India) Private Limited


S. Sathish Kumar
Director Human Resources

I have read and understood the terms and conditions of the Offer and accept the same.

Signature : _____

Date : _____

Annexure 1

Total Compensation Breakup

Name	Vignesh Chidambaram		Location	Chennai
Designation	Software Engineer			
Monthly gross (INR)			30,081.00	
1. Fixed Salary & Benefits			Per month (INR)	Per annum (INR)
1.1	Basic		15,041.00	1,80,492.00
1.2	HRA		6,016.00	72,192.00
1.3	Conveyance Allowance		3,008.00	36,096.00
1.4	Medical		3,008.00	36,096.00
1.5	Special Allowance		1,008.00	12,096.00
1.6	Internet Reimbursement		2,000.00	24,000.00
	Sub. Total		30,081.00	3,60,972.00
1.6	PF employer contribution		1,800.00	21,600.00
1.7	Gratuity		0.00	8,678.00
1.8	Medical Insurance (Self)		0.00	8,750.00
	Total - Section 1.0			4,00,000.00
Total Compensation				4,00,000.00
Benefits & Incentives:				
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.				
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Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.				

Annexure 1

Total Compensation Breakup

Name	Vignesh Chidambaram			
Designation	Software Engineer		Location	Chennai
Monthly gross (INR)		38,219.00		
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)	
1.1	Basic	19,110.00	2,29,320.00	
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Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

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embedUR/OFR/2021/022

January 22, 2022

Employment Offer

Sree Nishanth,
BE - ECE Department,
Thiagarajar College of Engineering, Madurai

Dear Jyoti,

With reference to the campus placement drive at your college, we are pleased to offer you the position of "Software Engineer". The terms and conditions of your employment are as follows:

1 Your probation period is for 6 (Six) months. During this period, your performance will be evaluated by the Management and on successful completion, Confirmation in writing will be issued at the end of the probationary period.

2 Your annualized Total Compensation (TC) is:

INR. 4,00,000/- (Rupees Four Lakh only) per annum during Probation period (i.e. initial Six months). The details of the salary break up are enclosed in Annexure 1.

INR. 5,00,000/- (Rupees Five Lakh only) per annum after successful completion of the Probation period.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Company.

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4 You will be in development plan for 2 years from the date of employment (OJT). The performance along with salary will be reviewed after successful completion of development plan (OJT).

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- 1 You are eligible for the leave and paid holidays as per the leave policy of the organization (National & State Holidays, Casual Leave - 12, Privilege Leave - 12, Sick Leave -12).
- 2 You are eligible for other benefits like Medical Insurance, Provident Fund and Gratuity as applicable.
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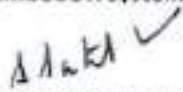
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- 5 Please acknowledge the acceptance of this Offer within 2 business days from the date of issuing the Offer.

Being part of embedUR, we are excited that you will have excellent opportunities to contribute and play a significant role and grow with the Organization.

With Best Wishes and looking forward to have mutually fruitful association.

for

embedUR systems (India) Private Limited


S. Sathish Kumar
Director Human Resources

I have read and understood the terms and conditions of the Offer and accept the same.

Signature : _____

Date : _____



Annexure 1

**Total
Compensation
Breakup**

Name	Sree Nishanth		Location	Chennai
Designation	Software Engineer			
Monthly gross (INR)			30,081.00	
1. Fixed Salary & Benefits			Per month (INR)	Per annum (INR)
1.1	Basic		15,041.00	1,80,492.00
1.2	HRA		6,016.00	72,192.00
1.3	Conveyance Allowance		3,008.00	36,096.00
1.4	Medical		3,008.00	36,096.00
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1.6	Internet Reimbursement		2,000.00	24,000.00
	Sub. Total		30,081.00	3,60,972.00
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1.7	Gratuity		0.00	8,678.00
1.8	Medical Insurance (Self)		0.00	8,750.00
	Total - Section 1.0			4,00,000.00
Total Compensation				4,00,000.00
Benefits & Incentives:				
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.				
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Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.				



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

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Annexure 1

Total Compensation Breakup

Name	Sree Nishanth		Location	Chennai
Designation	Software Engineer			
	Monthly gross (INR)		38,219.00	
1. Fixed Salary & Benefits			Per month (INR)	Per annum (INR)
1.1	Basic		19,110.00	2,29,320.00
1.2	HRA		7,644.00	91,728.00
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Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.				

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embedUR/OFR/2022/022

January 24, 2022

Employment Offer

Vignesh Chidambaram,
BE - ECE Department,
Thiagarajar College of Engineering, Madurai

Dear Vignesh,

With reference to the campus placement drive at your college, we are pleased to offer you the position of "Software Engineer". The terms and conditions of your employment are as follows:

- 1 Your probation period is for 6 (Six) months. During this period, your performance will be evaluated by the Management and on successful completion, Confirmation in writing will be issued at the end of the probationary period.
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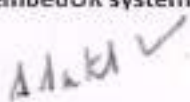
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5. Please acknowledge the acceptance of this Offer within 2 business days from the date of issuing the Offer.

Being part of embedUR, we are excited that you will have excellent opportunities to contribute and play a significant role and grow with the Organization.

With Best Wishes and looking forward to have mutually fruitful association.

for

embedUR systems (India) Private Limited


S. Sathish Kumar
Director Human Resources

I have read and understood the terms and conditions of the Offer and accept the same.

Signature : _____

Date : _____

Annexure 1
Total Compensation Breakup

Name	Vignesh Chidambaram		
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		30,081.00	
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)
1.1	Basic	15,041.00	1,80,492.00
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Annexure 1

Total Compensation Breakup

Name	Vignesh Chidambaram		
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		38,219.00	
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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
	Total - Section 1.0		5,00,000.00
Total Compensation			5,00,000.00
Benefits & Incentives:			
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.			
Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.			



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

05 April 2022

Divagar D
No.72, Mettu Street, Thadagam Village & Post, Gingee Tk., Villupuram District - 604152

28

Dear Divagar,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

engineering creativity

TATA ELXSI

Registered Office: Tata Elxsi Limited ITPL Road Whitefield Bangalore 560091 India
Tel: +91 80 2281 9123 Fax: +91 80 2441 8473
www.tataelxsi.com
www.elxsi.com



Annexure 1

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

Annexure to: Divagar D

Appointment Letter Dated: 05 April 2022

Name	Divagar D
Level	D
Designation	Engineer
Location	Trivandrum

	Amount in INR
Basic	15,000
House Rent Allowance	7,500
Flexible Benefit Plan**	19,412
Statutory Bonus *	1,400
Monthly Salary	43,312

<u>Deferred Benefits (Annualised)</u>	
Provident Fund (As per the PF Act 1952)	21,600
Gratuity (As per the Gratuity Act 1972)	8,658
Annual Gross Salary	550,002

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

TATA ELXSI

Registered Office: Tata Elxsi Limited, ITPE Road, Whitefield, Bangalore-560 048, India

Tel: +91 80 2287 9123 Fax: +91 80 2841 1474

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

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05 April 2022

Harish Kumar R
S.O.R Nagar 2Nd Street 26/A9
Vishali Mahal Back Side Batlagundu Main Road, Usilampatti
Usilampatti, Tamil Nadu 625532
India

Dear Harish,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. **Appointment:**

You will be required to join us on **04 July 2022**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. **Code of Conduct:**

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

TATA ELXSI

Registered Office: Tata Elxsi Limited, 10th Floor, Street 10, Bengaluru, Karnataka
91-98-46-220062 | Fax: 91-81-26-1441
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Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

Annexure 1

Annexure to: **Harish Kumar R**

Appointment Letter Dated: **05 April 2022**

Name	Harish Kumar R
Level	D
Designation	Engineer
Location	Trivandrum

	Amount in INR
Basic	15,000
House Rent Allowance	7,500
Flexible Benefit Plan**	19,412
Statutory Bonus *	1,400
Monthly Salary	43,312

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	21,600
Gratuity (As per the Gratuity Act 1972)	8,658

Annual Gross Salary **550,002**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

S. Rajagopalan
Rajagopalan S.
Head - Human Resources

TATA ELXSI



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

05 April 2022

Pazhani Bharathi J
Mukkulam Street Meensurutty Post Jayankondam Taluk Ariyalur Dist 612903

Dear Pazhani,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

TATA ELXSI

Registered Office: Tata Elxsi Limited, ITI Road, Whitefield, Bangalore - 560066, India

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Engineering Creativity



Annexure 1

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

Annexure to: **Pazhani Bharathi J**

Appointment Letter Dated: **05 April 2022**

Name	Pazhani Bharathi J
Level	D
Designation	Engineer
Location	Trivandrum

	Amount in INR
Basic	15,000
House Rent Allowance	7,500
Flexible Benefit Plan**	19,412
Statutory Bonus *	1,400
Monthly Salary	43,312

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	21,600
Gratuity (As per the Gratuity Act 1972)	8,658

Annual Gross Salary **550,002**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

TATA ELXSI

30



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91- 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015
Date: 30-Dec-2021

To

Mr.SHIBISH K T P,
D.NO:56, T.S.R. STREET,
SRIRENGAPURAM,
THENI-625534, TAMIL NADU.

Dear Mr.SHIBISH K T P,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF - QA** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.





ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.



NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **29-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance: 30 Dec 2021

Name :

SHUBISH K T P

Place :

Madurai



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

ANNEXURE A

NAME : SHIBISH K T P
DESIGNATION : MEMBER TECHNICAL STAFF - QA

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	38080	456960
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	40000	480000
Prosperity Sharing Plan		80000
Compensation for the first year		560000

* 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 Medclaim 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 TWENTY LAKH 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.2500000/- (**RUPEES TWENTY FIVE LAKH ONLY**).

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

Ref: SHPBD/HR/03-22/SHPOF-220592

Dear Anugraha L

41, Thillai Chidambara Nadar Street, Sivakasi
Pan - CVDPA1871K

29
Date: 19-June-2022
Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

On behalf of Voonik Technologies, your direct employer, we are pleased to welcome you to ShopUp.

Based on our discussions with you, you are offered the position of "Data Analyst - I" on the following terms and conditions with effect from **01-July-2022**.

- ❖ You will be assigned to work exclusively on ShopUp related work;
- ❖ Your place of posting will be in **Bangalore, India**.
- ❖ Your direct employer is M/s Voonik Technologies Pvt Ltd. ("**Voonik**"), and alternatively, the "**Company**"), and you will be working on the roll and at the Bangalore premises of Voonik, who is the tech partner of M/s ShopUp in India. You will be transferred to the payroll of M/s ShopUp India once it is incorporated, with a continuation of service.
- ❖ You will be reporting to **Mr. Navaneetha Krishnan J, Co-Founder & CTO** at ShopUp.
- ❖ You will be on probation for a period of **3 (Three) months**. Your work will be reviewed and assessed periodically during the probation period. Upon satisfactory completion of the probation period, you will be confirmed in the Company rolls. Till such time you are intimated in writing regarding your confirmation, you shall continue to be on probation.
- ❖ Your monthly payments and other allowances **shall be as per the enclosed statement**.
- ❖ Your salary will be subject to all applicable taxes as defined by law.
- ❖ As agreed, you will be eligible to get a **joining bonus of INR 1,00,000/- (Indian Rupees One Lakh Only)**, which shall be paid on completing **THREE MONTHS** service at ShopUp from the actual date of your joining. The joining bonus has **ONE YEAR** lock-in period from the actual date of you joining at ShopUp and shall be deducted from the full and final settlement amount, in case you leave ShopUp within one year of joining

Further, you shall be entitled to phantom stocks linked to the common equity shares of ShopUp Pte Ltd., for a total of **INR 2,00,000 (Indian Rupees Two Lakh Only)** as on your date of joining, along with stock appreciation rights, which shall vest in the following manner:

- ❖ 25% of the phantom stock shall vest after 12 months from the date of joining.
- ❖ 2% of the phantom stock shall vest each month for the next 35 months thereafter (i.e. after the first 12 months).
- ❖ 5% of the phantom stock shall vest on the expiry of the 48th month after the date of joining.

- ❖ Voonik Technologies Private Limited, Bangalore shall guarantee the payment obligations of the phantom stock offered, until such time the Indian entity of ShopUp Pte Ltd is created and you would contract directly with such entity for this purpose.
- ❖ You will be governed by the supplementary Terms and Conditions applicable to you as per the rules of the Company. A copy of the Supplementary Terms and Conditions is enclosed along with this letter and shall form part and parcel of your conditions of appointment.
- ❖ You may be required to execute an employment contract with the Company, which will not derogate from the terms set out in this letter.
- ❖ Please sign the duplicate copy of this letter and Supplementary Terms and Conditions and return the copy to us as token of your acceptance of the terms and conditions.
- ❖ You will be governed by the supplementary Terms and Conditions applicable to you as per the rules of the Company. A copy of the Supplementary Terms and Conditions is enclosed along with this letter and shall form part and parcel of your conditions of appointment.
- ❖ You may be required to execute an employment contract with the Company, which will not derogate from the terms set out in this letter.
- ❖ Please sign the duplicate copy of this letter and Supplementary Terms and Conditions and return the copy to us as token of your acceptance of the terms and conditions.

We hope your new position will live up to your expectations and your career with us will be a fulfilling and a rewarding one. We foresee your potential skills as a valuable contribution to our company and clients. At the same time, we are committed to providing you challenge, recognition, appropriate compensation, and benefits to help you reach your goals and objectives, as well as the goals of ShopUp.

By working together in this way, we are confident that the future will be both productive and prosperous for all of us.

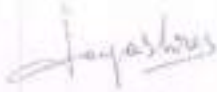
All of us at ShopUp are excited to have you be a part of our team and are looking forward to a long term mutually beneficial relationship.

Reporting Formalities

You are requested to report to our Bangalore office on **01-July-2022**. At the time of reporting, you are requested to submit copies of the following to the HR personnel:

- a) Certificates supporting your educational qualification along with mark sheet.
- b) Schooling Certificate (**SSLC/ICSE**) in support of your age.
- c) Your last Salary Slip or salary certificate in original.
- d) Relieving letter from your previous / present organization in original.
- e) Service certificate or Experience Letter if any
- f) Color passport size photographs – Five numbers
- g) PAN Card copy & Adhaar card copy
- h) Latest Passport/ Ration card/Driving License/Voters ID for address proof – both permanent address and temporary address (if any)
- i) Personal mail ID, alternate contact numbers, parents' or spouse's contact numbers and mail ID's

Yours sincerely,
For Voonik, on behalf of ShopUp



Jayashree Kanthavel
Head – TA & HR

Accepted the terms: Yes

Signature: *L. Anugraha*

Date: 08/07/2022

SUPPLEMENTARY TERMS & CONDITIONS

- ❖ You have to accept the offer within three working days from the date offer has been made.
- ❖ During your employment with the Company, you may be required to travel to places outside India.
- ❖ During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by the Company's policies and rules regarding Leave, EPF, ESIC, Medical and other Reimbursement, Misconduct, and Indiscipline or/and/other matters.
- ❖ You are required not to divulge, communicate or pass on any information in any form related to any aspect of the Company or ShopUp to anyone not employed by the Company or ShopUp. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.
- ❖ You are required to strictly maintain the secrecy of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination with immediate effect notwithstanding other terms and conditions mentioned in the appointment letter.
- ❖ You are required to deal with Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in the appointment letter.
- ❖ If during the period of your service, the Management finds that you have committed any misconduct, the Management may dismiss you from service as per service rules/standing orders of the Company.
- ❖ **Confidentiality:** You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. All inventions, improvements and discoveries made by you either alone or with other persons will become the sole property of the company.

During the course of your employment you will not divulge to any person whatsoever, and will use your best endeavors to prevent the publication or disclosure of any details of company's process, technical know-how, trade secret or information concerning the business or finance of the Company, ShopUp or their affiliated companies, or any of its dealings, transactions or affairs or other organization matters of confidential nature which it may be your personal privilege to know by virtue of being an employee. You will be required to sign a Confidentiality Agreement with the Company and ShopUp prior to joining the services of the Company.

- ❖ You are required to maintain yourself in a state of medical/physical/mental fitness and ensure annual medical check-ups. Any neglect on your part in this regard may render you medically unfit during service which in turn would render your services liable for termination with immediate effect, notwithstanding anything else in this letter.
-

- ❖ You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time directly or indirectly or simultaneously as long you are employed with the Company or ShopUp or engage yourself directly or indirectly in any other profitable business connected with the dealings or activities of the Company or ShopUp in any way. Any action to the contrary would render your service liable for termination notwithstanding any other conditions in this appointment letter.
- ❖ In the event of your resignation or termination of service during your tenure, either side will have to give 60 days' notice in writing or 60 days salary in lieu thereof. This does not apply for termination due to disciplinary or performance reasons, for which the termination would be with immediate effect.
- ❖ Acceptance of your resignation is subject to the explicit approval from management.
- ❖ You may be retired from service on attaining superannuation age of 58 years or earlier in case you are found medically unfit for work any longer or in case of continued ill health as certified by the medical officer/medical practitioner nominated by the Company.
- ❖ This appointment is conditional on our receiving satisfactory reference from the list of referees furnished by you at the time of interview.

Accepted the terms: Yes

Signature: *L. Anugraha*

Date: 08/07/2022

Ref: SHPBD/HR/03-22/SHPOF-220592

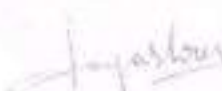
Date: 19-June-2022

Name	Anugraha L	
Reporting to	Navaneetha Krishnanan J	
Designation	Data Analyst - I	
CTC Per Annum	700,000	
CTC Per Month	53,846	
Joining Bonus	100,000	
ESOP's	200,000	
Date of Joining	1-Jul-22	
Place of Posting	Bangalore	
CTC Breakup	Anugraha L	
Particulars	Amount PM	Amount PA
Basic Salary	26,923	323,077
House Rent Allowance	13,462	161,538
Children Education Allowance	400	4,800
Telephone Reimbursement Allowance	2,500	30,000
Medical Allowance	2,000	24,000
Conveyance Allowance	2,200	26,400
Employer PF Contribution	1,800	21,600
Special Allowance	4,562	54,738
Bonus**	-	53,846
Total CTC	53,846	700,000

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

** It will be paid in two equal parts every year during May and November month subject to the continuation of service and completion of probation period by the employee.

Yours Sincerely,
For Voonik, on behalf of ShopUp


Jayashree Kanthavel
Head - TA & HR

Accepted the terms: Yes

Signature: 

Date: 08/07/2022

22

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



TEMENOS

TEMENOS INDIA PVT LTD

No 140 Sterling Road
Nungambakkam
Chennai 600 034 India
T: +91 (0) 44 7133 1000
www.temenos.com
CIN - U36600TN1985PTC032083

Temenos Offer

January 19, 2022 (MM/DD/YYYY)

Dear Kirubakaran S
15 Nehru Nagar, Marandahalli(po), Palacode(tk),
Dharmapuri(dt), Tamilnadu-636806

It gives us immense pleasure in inviting you to join Temenos India (P) Ltd as one of its valuable members. We believe that organizations grow and flourish fuelled by the enthusiasm and energy of the people, who are willing to invest in to the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment and customer orientation.

1. Position: **Software Engineer**

2. Band: **A**

3. Job Family: **Technical**

4. Location & Department: You will be posted any location based on the resource requirement at the time of your joining and allotted to a role in development/Testing/Support teams, as per the decision of management. Please note that all such roles enjoy equal premium and diversified career paths. We will communicate Location, role and Department details, after your successful completion of Induction Training.

5. Salary: Please refer to the annexure attached with the offer document for Salary Emoluments.

6. Date of joining: **February 17, 2022 (MM/DD/YYYY)**

7. Probation: There will be a standard 6-month probationary period at the end of which the probationary period will automatically terminate unless intimated to you otherwise. Please note that the offer of employment and end of probation is subject to your successful completion of the stated qualifying degree and submission of supporting documents. All such supporting documents must be submitted to the HR department on or before **31st August 2022**. You will also be required to produce the original degree certificates for verification purposes. In addition to these terms, your performance during the probation period would be reviewed, before a decision is made to confirm your services.

8. Termination: One month notice during probationary period and three months notice after probation must be given should either party wish to terminate employment. However, any misdemeanor or misconduct will justify immediate dismissal without notice or compensation.



TEMENOS

ANNEXURE I - Salary Structure

Your salary structure would be as indicated below:

Salary Components	INR Per Annum
A - Gross Salary	
Basic	275,000.00
HRA	137,500.00
Basket of Allowance	113,500.00
Total	526,000.00
A.1-Incentive	
Product Knowledge Incentive	24,000.00
Total (A+A.1)	550,000.00
B - Other benefits	
Employer's contribution to Provident Fund (12% on Basic) as per law	33,000.00
Contribution to Gratuity as per law	13,221.00
Superannuation*	27,500.00
Insurance Benefit	7,500.00
C - Short Term incentive*	
Short Term incentive*	As per applicable Short Term Incentive(STI) plan
Total Compensation (A+A.1+B)	631,221.00

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

* **Short Term Incentive (STI):** The percentage of STI eligibility is based on the Band. The actual STI payment is subject to company performance and individual performance.
Please note that the payment of variable compensation is based on the sole discretion of the management. In case of disputes, management reserves the right to make a final decision.

Yours sincerely,

T. Sethu Rathinam
Vice President - Human Resources



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

November 26, 2021

Anis Fathima
15, West Cross st, Ansari Nagar, Madurai -625016

Dear Fathima,

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 **DevOps 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 **DevOps Engineer 1** with Comcast India and you will be required to report to **Anupam Mohanta**. 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 562,586** (Five Lakhs Sixty Two Thousand Five Hundred and Eighty Six 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



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.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(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 4, 2022** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **DevOps Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 3, 2022 to June 30, 2022 (Internship)** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 11, 2021** and Internship Agreement dated **December 13, 2021**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have 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
- (g) You have agreed to and passed 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 authorize 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.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and 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
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:




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

COMCAST INDIA OFFER		
Name	Anis Fathima	
Comcast Title	DevOps Engineer 1	
Department	PPS Infra	
Hiring Manager	Anupam Mohanta	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	23,441	281,293
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	11,721	140,647
Leave Travel Allowance *	1,953	23,441
Special Allowance	9,767	117,205
Total Fixed Pay	46,882	562,586
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	28,129
Total Cash	46,882	590,715
Provident Fund **	2,813	33,755
Telephone Reimbursement	1,000	12,000
Gratuity***	-	13,530
Cost to Company	50,695	650,001

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- *Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).



Kaar Technologies
Level II Shyamala Towers,
No.135, Arcof Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2010PT000001
T: +91 4048 1117
F: +91 4048 1112
E: info@kaartech.com
W: www.kaartech.com

Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 025

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Ref: KT/2022_23/3831
Date: November 17, 2022

Akash Kannan K
Chennai

Dear Akash,

With reference to your application and subsequent interview, you had with us, we are happy to offer you the position of "Trainee" in II-D grade, **Professional Band** based on our Organization structure on the following terms and conditions.

Your Gross Annual Remuneration is **Rs. 650000/-** (Rupees Six Lakhs and Fifty Thousand Only), the details of which are enclosed in the annexure.

You will be on probation for **Six months** at the end of which your performance will be reviewed. You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

Employment as per this offer letter is subject to you being medically fit, and subject to satisfactory references and background verifications.

This offer of appointment is valid up to **November 14, 2022** and you are requested to join on or before **November 14, 2022** Joining days will be on Mondays or Wednesdays of the week.

Please sign the duplicate copy of the letter and return it to us at the earliest as a token of acceptance of this offer. We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours sincerely,

For Kaar Technologies India Pvt. Ltd.,

Vignesh Ramesh Kumar
Head of Human Resources.

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to Rs. 300000/- per annum. Premium for this is included in CTC.
 - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to Rs. 400000/- per annum. The entire premium for this will have to 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 claim for self, spouse, 2 dependent children. (Subject to change)
 - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-


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

ANNEXURE

Name: Akash Kannan K
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	Annual	Monthly
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	608900	50742
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	650000	

Employment Agreement

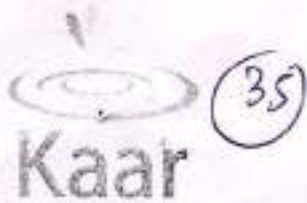
1. **Secrecy**
During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.
2. **Conduct**
 - (a) You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
 - (b) You shall honor and comply with all rules and regulations of the Company and statutory requirements in letter and spirit. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and/or any other authorized by the company to assign such duties and responsibilities.
3. **Conflict of Interest**
Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.
4. **Responsibility**
You will be mandated to take up the assigned projects/activities (leadership roles) and discharge the duties assigned by the reporting managers and department head. At time to time you are required to travel on-site/client locations for the execution of projects/trainings/workshops/seminars/knowledge transfer/meetings etc, and you are requested to take up the travel and discharge the assigned responsibilities to the satisfaction of the organization. After your return from on-site travel you are requested to report to Chennai office and inform your reporting managers and department head.
5. **Indemnity clause**
 - (a) You shall fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms and conditions contained herein, or any fraud, misconduct or negligence on your part in the course of the employment with the Company.
 - (b) You shall indemnify the company and keep the company indemnified against any loss or claim or damages that any other personal client or customers whomsoever may make against the company, in respect of any act of omission or commission which you or your representative(s) have done which is contrary to or in breach of the terms of this Agreement and/ or any instructions that may be given to the Company. By reason of misuse of authority given to you.
 - (c) You shall indemnify the Company and keep the Company indemnified against any loss or claim or damages that your previous employer may make against the Company in respect of any act of omission or commission of you during the course of your engagement with the company. You undertake to defend, indemnify and hold harmless Company, its directors, employees, officers, agents, successors and assigns from and against any and all claims, liabilities, damages, losses, costs and expenses, including attorney's fees, caused by or arising out of your unauthorized actions and/ or arising out of your violation of any laws, rules and regulations.
6. **Address**
It is your sole responsibility to inform the company in writing of any change in your address, failing which, any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
7. **Base Location**
Your work will be carried out mainly in Chennai.
8. **Certificates**
At the time of joining, you are requested to submit photocopies supporting Educational Qualification, Date of Birth, Age, Relieving letter in original from your previous/ present Organization, Service Certificate (if any), Two copies of Passport/ Voters ID card/ Pan Card/ driving license/Ration card, four color passport size photographs and two color stamp-size photographs should also be submitted. You are also required to get your originals, which will be returned after verification.
9. **Transfer**
Though you have been engaged for a specific position at a specific location, the company reserves the right to transfer you to any other location, India or abroad, where the Company or any one of its associates or customers conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
10. **Leave**
You will be entitled for a blended leave of 15 days in a financial year earned on a pro-rata basis, monthly. All type of leaves have to be approved by Reporting Managers/Department Head. Un Approved leaves will be considered LOP. Work from Home option has to be agreed with Reporting Managers and Practice Leads and only an approved Work From Home days will be considered LOP.
11. **NSR (National Skill Registry) Registration**
You are required to complete NSR registration both the levels and failing which your line-sheet might not get approved by HR and you will be required to meet HR for explanation.
12. **Termination Notice**
 - (a) Your employment with us is terminable with a notice of three months or gross salary of three months in lieu of notice.
 - (b) Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances. If any misrepresentation is found with respect to information provided by you or if you have willfully suppressed any material facts, your services will be terminated immediately without prior notice. Further, you will be liable to reimburse the company the costs incurred in connection with your recruitment.
 - (c) Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to pay all dues including Notice pay and other such dues as mentioned in the employment agreement.
 - (d) In the event you resign without appropriate notice and without successful completion of any ongoing assignment, without prejudice to, and in addition to, any other rights or remedies of the company, and in consideration of the time, expenses and effort to be considered expended by the company to advertise for and seek a suitable candidate to undertake your duties and complete the project / job on hand, as well as the damages which the company may be liable to pay to the company's client, you shall pay a sum of Rs. 2,00,000/- to the company as liquidated damages apart from the notice pay.
 - (e) You agree not to take up any assignments directly or indirectly with the customer or customer's customer or partner where you were deputed without prior written consent of Kaar Technologies for the next two year. For the purpose of legality, two-year period will commence from the last working day at Kaar Technologies. For legality, the term customer will broadly represent the company where you were deputed to discharge your duties. Bypassing this clause by rendering the same type of service or any other type of service to the same customer directly or through any other third party or intermediary will still be considered as breach of this clause. For any breach, they are liable to pay 10(Ten) times of their annual Indian CTC as per the signed employment contract.
13. **General**
You will also be governed by the rules and regulations in vogue and those that may change from time to time without any prior notice. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Traveling, Performance Review, Compensation revision, Retirement, etc., you will be governed by the rules of the company framed from time to time. We shall be glad to provide you with more information upon your request.

For Kaar Technologies India Pvt, Ltd

Vignesh Ramesh Kumar
Head of Human Resources

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining



Kaar Technologies

Level 10, Cyberpark, 2nd Floor,
New ITM, Anna Nagar,
Chennai - 600 092, India
CIN: U72200TN2000PTC086068
t | +91 (44) 4055 1500
f | +91 (44) 4055 1512
e | info@kaartech.com
w | www.kaartech.com

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

Ref: KT/2022_23/3831

Date: November 17, 2022

V Subathraa
Chennai

Dear V Subathraa

With reference to your application and subsequent interview, you had with us, we are happy to offer you the position of "Trainee" in II-D grade, Professional Band based on our Organization structure on the following terms and conditions.

Your Gross Annual Remuneration is Rs. 650000/- (Rupees Six Lakhs and Fifty Thousand Only), the details of which are enclosed in the annexure.

You will be on probation for Six months at the end of which your performance will be reviewed. You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

Employment as per this offer letter is subject to you being medically fit, and subject to satisfactory references and background verifications.

This offer of appointment is valid up to November 14, 2022 and you are requested to join on or before November 14, 2022. Joining days will be on Mondays or Wednesdays of the week.

Please sign the duplicate copy of the letter and return it to us at the earliest as a token of acceptance of this offer. We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours sincerely,

For Kaar Technologies India Pvt. Ltd.,

Vignesh Ramesh Kumar
Head of Human Resources.

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to Rs. 300000/- per annum. Premium for this is included in CTC.
 - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to Rs. 400000/- per annum. The entire premium for this will have to 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 claim for self, spouse, 2 dependent children. (Subject to change)
 - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-


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

ANNEXURE

Name: Akash Kannan K
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	Annual	Monthly
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	608900	50742
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	650000	

Employment Agreement

1. **Secrecy**
During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.
2. **Conduct**
 - (a) You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
 - (b) You shall honor and comply with all rules and regulations of the Company and statutory requirements in letter and spirit. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and/or any other authorized by the company to assign such duties and responsibilities.
3. **Conflict of Interest**
Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or stakeholder) in any other trade or business, during your employment with the company, without written permission from the company.
4. **Responsibility**
You will be mandated to take up the assigned projects/activities (leadership roles) and discharge the duties assigned by the reporting managers and department head. At times to time you are required to travel on-site/client locations for the execution of projects/trainings/workshops/seminars/knowledge transformation etc, and you are requested to take up the travel and discharge the assigned responsibilities to the satisfaction of the organization. After your return from on-site travel you are requested to report to Chennai office and inform your reporting managers and department head.
5. **Indemnity clause**
 - (a) You shall fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms and conditions contained herein, or any fraud, misconduct or negligence on your part in the course of the employment with the Company.
 - (b) You shall indemnify the company and keep the company indemnified against any loss or claim or damages that any other persons/ client or customers whomsoever may make against the company. In respect of any act of omission or commission which you or your representative(s) have done which is contrary to or in breach of the terms of this Agreement and/ or any instructions that may be given to the Company. By reason of misuse of authority given to you.
 - (c) You shall indemnify the Company and keep the Company indemnified against any loss or claim or damages that your previous employer may make against the Company in respect of any act of omission or commission of you during the course of your engagement with the company. You undertake to defend, indemnify and hold harmless Company, its directors, employees, officers, agents, successors and assigns from and against any and all claims, liabilities, damages, losses, costs and expenses, including attorney's fees, caused by or arising out of your unauthorized actions and/ or arising out of your violation of any laws, rules and regulations.
6. **Address**
It is your sole responsibility to inform the company in writing of any change in your address, failing which, any communication sent to you in the address set stated by you shall be deemed to be validly served on you.
7. **Base Location**
Your work will be carried out mainly in Chennai.
8. **Certificates**
At the time of joining, you are requested to submit photocopies supporting Educational Qualification, Date of Birth/ Age, Relieving letter in original from your previous/ present Organization, Service Certificate (if any), Two copies of Passport/ Voters ID card/ Pan Card/ driving license/Ration card, four color passport size photographs and two color stamp-size photographs should also be submitted. You are also required to get your originals, which will be returned after verification.
9. **Transfer**
Though you have been engaged for a specific position at a specific location, the company reserves the right to transfer you to any other location, India or abroad, where the Company or any one of its associates or customers conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
10. **Leave**
You will be entitled for a bonded leave of 18 days in a financial year earned on a pro-rata basis, monthly. All type of leaves have to be approved by Reporting Managers/Department head. Un Approved leaves will be considered LOP. Work from Home option has to be agreed with Reporting Managers and Practice Leads and any un approved Work From Home days will be considered LOP.
11. **NSR (National Skills Registry) Registration**
You are required to complete NSR registration both the levels and failing which your time-sheet might not get approved by HR and you will be required to meet HR for explanation.
12. **Termination Notice**
 - (a) Your employment with us is terminable with a notice of three months or gross salary of three months in lieu of notice.
 - (b) Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances. If any misrepresentation is found with respect to information provided by you or if you have willfully suppressed any material facts, your services will be terminated immediately without prior notice. Further, you will be liable to reimburse the company the costs incurred in connection with your recruitment.
 - (c) Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to pay all dues including Notice pay and other such dues as mentioned in the employment agreement.
 - (d) In the event you resign without appropriate notice and without successful completion of any ongoing assignment, without prejudice to, and in addition to, any other rights or remedies of the company, and in consideration of the time, expenses and effort to be considered expended by the company to advertise for and seek a suitable candidate to undertake your duties and complete the project / job on hand, as well as the damages which the company may be liable to pay to the company's client, you shall pay a sum of Rs. 2,00,000/- to the company as liquidated damages apart from the notice pay.
 - (e) You agree not to take up any assignments directly or indirectly with the customer or customer's customer or partner where you were deputed without prior written consent of Kaar Technologies for the next two year. For the purpose of legality, two-year period will commence from the last working day of Kaar Technologies. For legality, the term customer will broadly represent the company where you were deputed to discharge your duties. Bypassing this clause by rendering the same type of service or any other type of service to the same customer directly or through any other third party or intermediary will still be considered as breach of this clause. For any breach, they are liable to pay 10(Ten) times of their annual Indian CTC as per the signed employment contract.
13. **General**
You will also be governed by the rules and regulations in vogue and those that may change from time to time without any prior notice. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Traveling, Performance Review, Compensation revision, Retirement, etc., you will be governed by the rules of the company framed from time to time. We shall be glad to provide you with more information upon your request.

For Kaar Technologies India Pvt, Ltd

Vignesh Ramesh Kumar
Head of Human Resources

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

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Trimble Information Technologies India Private Limited

To,
Padmavathi T
No: 21, Greams Lane, Off, Greams Road, Chennai,
Tamil Nadu 600006, India

Date: 28 July 2022

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

Dear Padmavathi T,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we Trimble Information Technologies India Pvt Ltd are pleased to offer you the position of QA Tester subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.
2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.
3. You are required to join the services of Trimble India, on or before from **Monday, August 1, 2022**
4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B
5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **29 July 2022** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above, this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For Trimble Information Technologies India Pvt Ltd

PRAVEENA
KAMALANATHAN

Digitally signed by PRAVEENA
KAMALANATHAN
DN: cn=PRAVEENA
KAMALANATHAN, o=Trimble
Information Technologies India
Private Limited, email=praveena.kamalanathan@trimble.com

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

Padmavathi T

CIN: U72300TN1999PTC043647

Registered Office: Lakshmi Tech Park - No.5/636, Old Mahabalipuram Road, Kandanchivadi, Perungudi, Chennai, India - 600096
Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

Branch Offices: Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400 705, India Tel: +91 22 61387777
Vikram Monarch, CTS No. 1115-A/1, 10th floor, Ganeshkhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 4900
1st Floor, No.23, Sankhy Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

Annexure – A**Terms and Conditions of Employment**

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

1. Designation and Place of Work:

- 1.1. You will be employed in the position of **QA Tester, Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.
- 1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

2. Compensation

- 2.1. Your Annual Total Base Pay will be **Rs.7,00,000 Per Annum** (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.
- 2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

3. Confidentiality of salary information:

- 3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.
- 3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.
- 3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

4. Company Policies:

- 4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 005, India, Tel: +91 80 23348088

- 4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.
- 4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "Company Policies") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.
- 4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.
- 5. Non-Compete & Non-Solicitation Obligations:**
- 5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:
- 5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;
- 5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.
- 5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.
- 6. Data Protection:**
- 6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

7. Indemnification:

- 7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

8. Termination of Employment:

- 8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.
- 8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.
- 8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.
- 8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.
- 8.5. **DUAL EMPLOYMENT:** You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

9. Retirement:

Retirement age for all the Trimble employees in India will be 58 years.

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 13348088

Annexure – B***Documents to be submitted within three days of offer acceptance***

- a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
- b. Copy of appointment letter/relieving letter from your last 3 employers;
- c. True copy of your last 2 months' pay slip;
- d. 6 copies of color passport size photographs;
- e. Copy of all pages of your passport;
- f. Copy of your Pan Card & Aadhaar Card;
- g. Identity Proof (Copy of Driving license/Voter's ID);
- h. Proof of residence (both permanent and present address);
- i. Employment Data Form, if not submitted earlier;
- j. Signed Trimble Policy Documents (enclosed with this offer);

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

Annexure – C

Compensation Break-up/CTC

Name: Padmavathi T


Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015
Date: 28 July 2022

Particulars	Compensation	
	Per Month (In Rs.)	Per Annum (In Rs.)
Basic Salary	20417	245000
HRA	10208	122500
Flexible Benefit Basket	25258	303100
A. Gross Salary (Rs.)	55883	670600
Provident Fund		
B. Company's Contribution (Rs.)	2450	29400
Total Base Pay (Rs.) - A+B	58333	700000
C. Other Benefits		Benefits Value
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		2100000
Gratuity	**	** As per Gratuity Act, 1972

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Addendum

Non-Disclosure Agreement

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not.

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential Information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

Assignment of Inventions:

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

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

CIN: U72300TN1999PTC043647

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sedashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

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APPOINTMENT LETTER

A handwritten signature in black ink, appearing to read "Dr. G.K. Raajesh".

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

January 31, 2022

Dear GOKUL D,

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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III**SALARY OFFER SHEET**

Name: GOKUL O

Career Group: Group B1

Position: Project Engineer


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

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23](#).

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 exemption 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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept

Decline

Signature GOKUL O 31/1/2022 5:13 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

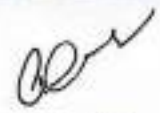
Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC(20800)

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

20 December 2021

Dear Bharath Kumar K,

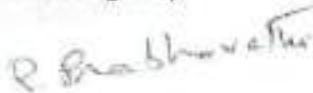
Welcome to the Workhall family!

We have the pleasure of offering you a job at Workhall as an "Associate Software Engineer". We at Workhall are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and brought by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Workhall

Offer Details


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

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 25,000 per month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	13,767.00
House Rent Allowance	6,883.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary *	25,000.00
Employer PF Contribution	1,800.00
Total	26,800.00

* Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Workhall during probation, you will have to serve a minimum notice period of 3 - months. Workhall retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Workhall retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

9. Upon confirmation, your salary will be as per the table below

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Basic	29,600.00	3,55,200.00
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Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	2,250.00	27,000.00
OTHER	51,000.00	6,12,000.00
Employer PF	1,800.00	21,600.00
Bonus Potential		61,200.00
Insurance		9,930.00
GROSS PAY		7,04,730.00

a. Employer Provident Fund

Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. Bonus

Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.

Bonus is paid based on your joining date.

You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Workhall after this date, you will be eligible for a bonus starting from the subsequent year.

c. Insurance

Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Workhall can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Workhall pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Workhall could vary based on additional parameters. You will be eligible for the group health insurance policy after completion of 3 months from your date of employment

- 10. Your total annual Cost to Company (CTC) is Seven Lakhs Four Thousand Seven Hundred and Thirty Indian Rupees Only (Rs. 7,04,730.00)**
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12. Salary Revision

The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.

If you join Workhall on or before 30th September 2022, you will be eligible for a salary revision in the month of January 2023. In case your date of joining falls on or after 1st October 2022, your salary revision will happen only in the month of January 2024.

13. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
14. Your training location and job location will be Workhall-Chennai office. You might be required to work from the various offices from time to time.
15. There might be an occasional need to work during business days and hours of the customer.
16. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
17. This offer is valid till 30th of December 2021. If you do not confirm the acceptance within this period, Workhall has right to withdraw the offer.
18. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
19. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
20. At the time of joining Workhall, please submit the following documents:
 - a. Copy of signed Workhall offer letter
 - b. Copy of 10th & 12th mark sheets
 - c. Copy of Degree certificates
 - d. Copy of your passport.
 - e. Copy of your PAN Card.
 - f. Copy of your Aadhar Card
 - g. Copy of Bank passbook first page or cancelled cheque leaf.
 - h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
 - i. Medical fitness certificate
 - j. Passport Size Photograph
21. Your offer is contingent on you producing all the above documents. Workhall reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

22. Workhall aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Workhall throughout the year that you can opt-in.

23. You will be entitled to the complimentary snack and beverage facilities in the premises.
24. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
25. Under Workhall Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

26. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
27. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Workhall, whether directly or indirectly.
28. You will be required to undertake travel on Workhall's work for which you will be reimbursed travel expenses as per the policy applicable to you.
29. You will always be required to abide by Workhall's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
30. You are expected to perform your duties in an ethical and integral way. Non-compliance with Workhall's policies and any unethical behaviour could result in termination.
31. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Workhall as its exclusive property, which becomes an intellectual property of Workhall.

Conflicts of Interest

32. You are required to engage yourself exclusively in the work assigned by Workhall and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
33. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Workhall
34. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Workhall to any organization, group or individual who may or may not have a conflict of interest with Workhall
35. You are not to solicit, induce or encourage
 - a. Any employee of Workhall to terminate their employment with Workhall or to accept employment with any competitor, supplier or any customer with whom you have a connection
 - b. Any customer or vendor of Workhall to move his existing business with Workhall to a third party or to terminate his business relationship with Workhall

- c. Any existing employee to become associated with or perform services of any type for any third party.
36. In the event of your separation from Workhall, either initiated by you or by Workhall, You shall not recruit/ refer for employment any employee working in Workhall for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

37. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Workhall nor engage in any activity that conflicts with your obligations to Workhall;
38. Solicit Business: You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Workhall's product and/or services to himself or any Person in competition with the business of Workhall;
39. Solicit Personnel: You shall not solicit or attempt to influence any person employed or engaged by Workhall (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Workhall or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Workhall;
40. Workhall acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Workhall's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
41. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Workhall. Therefore, you agree that Workhall shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and

obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Workhall may have at law or in equity.

42. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Workhall's competing Service for a period of five years from the date of leaving Workhall for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Workhall (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

43. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Workhall or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
44. You will be privy to information pertaining to Workhall and Workhall's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Workhall's Non - Disclosure Agreement on your joining date.

Intellectual Property

45. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Workhall's business outside your normal working hours and which relates to that business), those rights shall belong to Workhall. You shall not be permitted to share such intellectual property in physical or digital format outside Workhall.
46. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Workhall in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Workhall immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Social Media Postings

47. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Workhall to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Workhall clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and

publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

48. Workhall retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Workhall's customers, its employees or its affiliates.
49. If you decide to leave Workhall at any point of time, you are required to serve a minimum notice period of three (3) full months. Workhall retains the right to request work beyond the 3-months' notice period as may be the case.
50. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Workhall retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
51. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
52. You will not be eligible for any revision, bonus, or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
53. Workhall may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
54. Workhall retains the right to terminate your employment agreement if you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.
55. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
56. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
57. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

58. Workhall trusts that you have not provided us with any false declarations of willfully suppressed material information.
59. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
60. It is a condition of your employment that you sign this agreement at the time of joining Workhall and you must comply with the undertaking thereafter.
61. You will be required to learn the processes being followed at Workhall from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
62. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Workhall's interests.
63. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Workhall and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Workhall. You will also ensure safe return of all the properties including confidential information under your possession failing which Workhall will initiate appropriate action for recovery.
64. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
65. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Workhall. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Workhall

WORKHALL PRIVATE LIMITED

Level 2, No 185, 3rd Main Road,
Natesa Nagar, Virugambakkam
Chennai, Tamilnadu, India - 600 092
Ph. +91 44 2479 9479
CIN - U72900TN2021PTC140771

Yours Sincerely
For Workhall Private Limited

R. Prabhavathi

Prabhavathi Macheri Shanker
DIRECTOR, WORKHALL

I, _____ agree to accept employment on the terms and conditions mentioned
in the above letter.

Date: _____

Signature: _____

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20 December 2021

Dear Kannan,

Welcome to the Workhall family!

We have the pleasure of offering you a job at Workhall as an "Associate Software Engineer". We at Workhall are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

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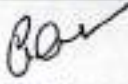
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P. Prabhavathi

Prabhavathi Macheri Shanker
Director, Workhall

Dr. G.K. Rajesh
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 - b. Copy of 10th & 12th mark sheets
 - c. Copy of Degree certificates
 - d. Copy of your passport.
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 - f. Copy of your Aadhar Card
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37. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Workhall nor engage in any activity that conflicts with your obligations to Workhall;
38. Solicit Business: You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Workhall's product and/or services to himself or any Person in competition with the business of Workhall;
39. Solicit Personnel: You shall not solicit or attempt to influence any person employed or engaged by Workhall (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Workhall or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Workhall;
40. Workhall acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Workhall's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
41. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Workhall. Therefore, you agree that Workhall shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and

obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Workhall may have at law or in equity.

42. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Workhall's competing Service for a period of five years from the date of leaving Workhall for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Workhall (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

43. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Workhall or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
44. You will be privy to information pertaining to Workhall and Workhall's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Workhall's Non - Disclosure Agreement on your joining date.

Intellectual Property

45. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Workhall's business outside your normal working hours and which relates to that business), those rights shall belong to Workhall. You shall not be permitted to share such intellectual property in physical or digital format outside Workhall.
46. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Workhall in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Workhall immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Social Media Postings

47. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Workhall to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Workhall clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and

publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

48. Workhall retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Workhall's customers, its employees or its affiliates.
49. If you decide to leave Workhall at any point of time, you are required to serve a minimum notice period of three (3) full months. Workhall retains the right to request work beyond the 3-months' notice period as may be the case.
50. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Workhall retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
51. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
52. You will not be eligible for any revision, bonus, or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
53. Workhall may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
54. Workhall retains the right to terminate your employment agreement if you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.
55. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
56. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
57. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

58. Workhall trusts that you have not provided us with any false declarations of willfully suppressed material information.
59. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
60. It is a condition of your employment that you sign this agreement at the time of joining Workhall and you must comply with the undertaking thereafter.
61. You will be required to learn the processes being followed at Workhall from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
62. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Workhall's interests.
63. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Workhall and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Workhall. You will also ensure safe return of all the properties including confidential information under your possession failing which Workhall will initiate appropriate action for recovery.
64. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
65. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Workhall. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Workhall

WORKHALL PRIVATE LIMITED

Level 2, No 185, 3rd Main Road,
Natesa Nagar, Virugambakkam
Chennai, Tamilnadu, India - 600 092
Ph. +91 44 2479 9479
CIN - U72900TN2021PTC140771

Yours Sincerely
For Workhall Private Limited

P. Prabhavathi

Prabhavathi Macheri Shanker
DIRECTOR, WORKHALL

I, _____ agree to accept employment on the terms and conditions mentioned
in the above letter.

Date: _____

Signature: _____



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Date: 09-Jan-2022

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

To

Ms.ISHWARYA J,
86E/4A, KALIAMMAN KOVIL STREET,
PASUMPONNAGAR,
MADURAI-625003, TAMIL NADU.

Dear Ms.ISHWARYA J,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.



NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.



VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Feb-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,

For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance:

Name : Ishwarya J

Place :



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Date: 09-Jan-2022

To

Ms.JAGATHA M,
786-C, SAIBABA STREET, INAMCHETTikulAM,
AVARAMPATTI(WEST), RAJAPALAYAM,
VIRUDHUNAGAR-626117, TAMIL NADU.


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

Dear Ms.JAGATHA M,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Feb-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For Zoho CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: *Jagatha*
Name: Jagatha (V)

Date of Offer acceptance: 09 Jan 2022

Place: Rajapalayam





Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Date: 09-Jan-2022

To

Ms.KARTHIKA P,
16/1A, SENGULAM 7TH EAST STREET,
THIRUMANGALAM,
MADURAI-625706, TAMIL NADU.

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

Dear Ms.KARTHIKA P,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

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You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

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You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Feb-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,

For ZHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

P. Karthika

Date of Offer acceptance:

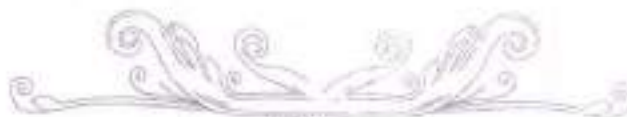
09 Jan 2022

Name :

P. Karthika

Place :

Madurai





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

ANNEXURE A

NAME : KARTHIKA P
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
Gross Salary	47600	571200
Employer Provident Fund (12% of Basic+TA)*	2400	28800
Cost To Company (CTC)	50000	600000
Prosperity Sharing Plan		100000
Compensation for the first year		700000

* 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 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 TWENTY LAKH 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.3000000/- (**RUPEES THIRTY LAKH ONLY**).

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



43



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

www.zohocorp.com

SEZ Unit

Date: 09-Jan-2022

A1

To

Mr.MAHESH A,
1408A/4, BHARATHIYAR STREET, 3RD CROSS,
NORTH GANDHIGRAMAM,
KARUR-639004, TAMIL NADU.

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

Dear Mr.MAHESH A,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.





ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

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Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Feb-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance: 09 Jan 2022

Name: *Aravind A*

Place : Karur





Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91- 44 - 6744 7070
www.zohocorp.com

SEZ Unit

44

Date: 09-Jan-2022

To

Mr.PRAVEEN KUMAR A,
24, VELLAYAN NADAR STREET,
PALANI,
DINDIGUL-624601, TAMIL NADU.

Benu

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

42

Dear Mr.PRAVEEN KUMAR A,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

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TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

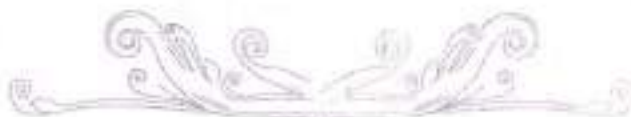
You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

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I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	09 Jan 2022
Name :	Pradeep Kumar M	Place :	Palani



**ANNEXURE A**

Dr. G.K. Raveesh
Placement Officer
Thingalur College of Engineering
Madurai-625 035

NAME : PRAVEEN KUMAR A
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
Gross Salary	47600	571200
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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.

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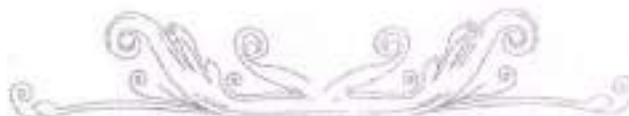
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Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

www.zohocorp.com

SEZ Unit

Date: 31-Dec-2021

To

Mr.SARAVANA KUMAR S,
4/249, NEW SOURASHTRA COLONY,
VALAYANKULAM,
MADURAI-625022, TAMIL NADU.

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

Dear Mr.SARAVANA KUMAR S,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

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Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **30-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Sathya Kumar S

Date of Offer acceptance: 31 Dec 2021

Name :

Place : Madurai





ANNEXURE A

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

NAME : SARAVANA KUMAR S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
Gross Salary	47600	571200
Employer Provident Fund (12% of Basic+TA)*	2400	28800
Cost To Company (CTC)	50000	600000
Prosperity Sharing Plan		100000
Compensation for the first year		700000

* 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 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 TWENTY LAKH 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.3000000/- (RUPEES THIRTY LAKH ONLY)**.

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



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Deloitte

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Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Mr. Arun Panchatcharam S
24,Siva complex, Senthamil nagar,
sivagangai, 630561
India

Subject: Offer of Employment

Dear Arun Panchatcharam S:


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

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Arun Panchatcharam, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
556A6139F114AE
By: _____
Signature

Authorized Signatory

Acceptance

I, **Arun Panchatcharam**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
[Signature]
556A1508EC12452
Signature

Dec 3, 2022
Date

Annexure A

Mr. Arun Panchatcharam S


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

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus [*]	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**^{1a}Communication Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Arun Panchatcharam S

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2, Bellandur Village, Varthur Hobli, Bengaluru South Taluk, Outer Ring Road, Bengaluru - 560103, India** (the "Employer") as **Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

- 1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

- 3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.
- 5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

B. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

- a. I agree that the Employer owns all rights, title and interest in and to all *Works*.
- b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.
- c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post-Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post-Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit D**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

16. Post-Employment Restrictions re: *Deloitte Property*. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information and Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post-Employment Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment ends*, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Bengaluru, Karnataka, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited

Omkar Chandramouli Konchur

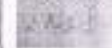
OMKAR CHANDRAMOULI KONCHUR

Talent

Authorized Signatory

Effective as of **January 16, 2023**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

DocuSigned by:



656A15C88C12455

Arun Panchatcharam

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client - attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory - a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information - any information not generally known to the public, in any form, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (PII) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity - the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property - *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my *employment* in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications - all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment - the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence - National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights - all rights, title and interest in *Intellectual Property*.

PCAOB - the United States Public Company Accounting Oversight Board.

Personal Creations - *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel - partners, principals, members, officers and employees of a *Deloitte Entity*.

PII - information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements - agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations - any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings - past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems - the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any Form, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B


Pre-existing Creations: Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

- Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*
- No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

Title	Date	Brief Description
--------------	-------------	--------------------------

DocuSigned by:

 68A1B08EC12456

 Signature

Dec 3, 2022

 Date

Arun Panchatcharam

 Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Consulting India Private Limited


OMKAR CHANDRAMOULI KONCHUR
 Talent

Its: *Authorized Signatory*

Dec 3, 2022

 Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report.
 No, I do not have *Proceedings* to report.

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

DocuSigned by:

30041038CC 12459
Signature _____

Arun Panchatcharam
Name _____

Dec 3, 2022
Date _____

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-Employment Restrictions
re: Clients

No, I do not have
Post-Employment Restrictions
re: Clients

<u>Name of Client</u>	<u>Specified Kind of Services(s) Permitted</u>
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ACCEPTED AND AGREED TO:

Deloitte Consulting India Private Limited

OMKAR CHANDRAMOULI KONCHUR
Talent

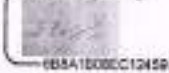
Its: Authorized Signatory

Dec 3, 2022

Date

I have read and understood the above policy terms.

DocuSigned by:



Signature

Arun Panchatcharan

Name

Dec 3, 2022

Date

An Authorized Signatory's signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **90 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment

Agreement including disclosing to any unauthorized person any Confidential Information or PII.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any Deloitte Entity or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any Deloitte Entity, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any Deloitte Entity, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any Deloitte Entity sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a Deloitte Entity as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e.

<https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 16, 2023**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.



935415080C12458

Signature

Arun Panchatcharan

Name

Deloitte

Dec 3, 2022

Mr. Arun Panchatcharam S
24, Siva complex, Senthamil nagar,
Sivagangai, 630561
India

Training Agreement

Dear Arun Panchatcharam:

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **January 16, 2023**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Consulting India Private Limited**

DocuSigned by:

Chandra Shekar Heggannur Shivaramu

By:

SS8A5A13BF114A8...

Signature

Authorized Signatory

45

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

Deloitte

Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 19, 2022

Ms. Arunadevi R
11, Rajiv Gandhi Nagar, 3Rd Street (West), Thirupparankundram,
Madurai, 625005
India

Subject: Offer of Employment

Dear Arunadevi R:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Arunadevi, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Chandra Shekar Hegganur Shivaramu

By:

CG17DE548824617

Signature

Authorized Signatory

Acceptance

I, **Arunadevi**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:

Arunadevi

D7E1F28C5A4E4A7

Signature

Dec 19, 2022

Date

Annexure A

Ms. Arunadevi R

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

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst****^{1a}Communication Expenses**

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,600	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependants. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Arunadevi R

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2, Bellandur Village, Varthur Hobli, Bengaluru South Taluk, Outer Ring Road, Bengaluru - 560103, India** (the "Employer") as **Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

- 1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

- 3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.
- 5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a Deloitte Entity, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a Deloitte Entity, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

B. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the Systems only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or Systems performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal Electronic Communications and, as such, are Deloitte Property.

I further acknowledge that I am not authorized to use the Systems for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the Systems for the purpose of obtaining Deloitte Property for a competitor of a Deloitte Entity, transmitting Deloitte Property to me (e.g., emailing Confidential Information to my personal email address) or to a third party for purposes other than furthering the business objectives of a Deloitte Entity. I am not authorized to download a Deloitte Entity's Confidential Information or other Deloitte Property to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a Deloitte Entity.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all Works are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all Intellectual Property Rights therein vest automatically in the Employer upon creation of the Works. I agree that, to the extent any Work is held not to be a work made for hire, I hereby irrevocably assign all Intellectual Property Rights in the Work to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my Employment, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any Works to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any Intellectual Property Rights, and otherwise perfecting, protecting and enforcing said Intellectual Property Rights in, any Works. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such Works and Intellectual Property Rights therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any Works.

I also agree to assign all my right, title and interest in and to any particular Works to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any Works assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post-Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post-Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Bengaluru, Karnataka, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



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Deloitte.

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

Deloitte Consulting India Private Limited
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Dec 3, 2022

Ms. Dhanushpriya P
No 9, Duraiswamy Nagar, Air Force Station Rd, Tambaram East, Tambaram, Chennai, Tamil Nadu 600059, India

Subject: Offer of Employment

Dear Dhanushpriya P:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Dhanushpriya, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
8B83EEE7BA0C48A
Signature

By:

Authorized Signatory

Acceptance

I, **Dhanushpriya**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



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

Annexure A

Ms. Dhanushpriya P

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.
All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst^{1a}Communication Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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

Deloitte Consulting India Private Limited
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Dec 3, 2022

Mr. Hariharan T R S
124, Netaji Rd, Valaiyal Kadai, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment Dear Hariharan T R S:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.


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

Annexure A

Ms. Hariharan T R S

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.
 All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**

^{1a}Communication Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1d} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

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Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Deloitte.

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Dr. G.K. Rajesh
Placement Officer
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Mar 24, 2022

Mr. Kathir Aadhi Seshan K,
S.No. Address. 1, Avinashi Rd, Peelamedu,
Masakalipalayam, Coimbatore,
Tamil Nadu 641004,
India.

Subject: Offer of Employment

Dear Kathir Aadhi Seshan K:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached **Annexure A**.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Kathir Aadhi Seshan, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Chandra Shekar Hegde Shivaramu

By:

8883EEE78A0C48A...

Signature

Authorized Signatory

Acceptance

I, **Kathir Aadhi Seshan**, hereby accept the terms and conditions of this employment offer. Please sign and date your Acceptance

Signature

Date

Annexure A

Mr. Kathir Aadhi Seshan K

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

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Analyst**

^{1a}Communication Expenses

^{1b}Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹3,000/- per month

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

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Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



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

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Deloitte Consulting India Private Limited
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www.deloitte.com

Dec 3, 2022

Miss. Siva Sree M
5, 6th St, Tirumurthy Nagar, Nungambakkam, Chennai, Tamil Nadu 600034, India

Subject: Offer of Employment

Dear Siva Sree M:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

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This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Siva sree, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited
Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
8913EEE7BA9C46A...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Siva sree**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date

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

Annexure A

Ms. Siva sree M

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
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Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

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Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst^{1a}Communication Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

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Driver's Salary	Rs. 900	Rs. 900	Not applicable

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² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

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Deloitte.

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

Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
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Outer Ring Road, Bengaluru – 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Mr. Subbu sundaram
Vengalakadal St, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment Dear Subbu sundaram:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

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This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Subbu sundaram, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
8843EEE7BA0C48A...
By: _____
Signature

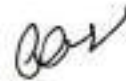
Authorized Signatory

Acceptance

I, **Subbu sundaram**, hereby accept the terms and conditions of this employment offer. Please sign and date your Acceptance

Signature

Date



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

Annexure A

Mr. Subbu sundaram

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
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Deloitte

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

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www.deloitte.com

Dec 3, 2022

Ms. Sugatheeswari J
First Floor, 500/1, 10th Cross St, Anna Nagar, Madurai, Tamil Nadu 625020, India

Subject: Offer of Employment

Dear Sugatheeswari:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sugantheeswari, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
882333E7A0C48A...

By:

Signature

Authorized Signatory

Acceptance

I, **Sugantheeswari**, hereby accept the terms and conditions of this employment offer. Please sign and date your Acceptance

Signature

Date

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

Annexure A

Ms. Sugantheeswari J

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst^{1a}**Communication Expenses**

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}**Fuel Expenses**

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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TIGER ANALYTICS

Rajesh

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

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Madhumitha Ravikumar
Jul 06, 2022

Dear Madhumitha,

We are pleased to extend to you a position with **Tiger Analytics India Consulting Private Limited** (the Company) as **Analyst** within our Data Science team. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

1. Date of Commencement

Your commencement date will be Aug 01, 2022.

2. Place of Work

Your normal place of work is Chennai. You may be required to work at other locations approved by the Company from time to time.

3. Duties

Your duties will be as per our discussions during various conversations.

4. Time sheets

You are required to accurately complete and submit a weekly time sheet each Monday covering the prior week.

5. Salary

For the first year, the detailed breakdown of your salary expressed as total cost to the Company is attached. Your salary will be reviewed, considering your performance, annually in accordance with the Company salary review timetables.

6. Provident Fund

There is an employee provident fund plan. The employee and company contributions to the provident fund are deducted from the above-mentioned CTC (indicated in line item #5).

7. Health Insurance

The company provides health insurance to the employee and their immediate dependents (spouse and two children). Additional insurance can be purchased for dependent parents.

TIGER ANALYTICS

ADDENDUM

Name : Madhumitha Ravikumar
Designation : Analyst - Data Science
Date of Joining : Aug 01, 2022
Date of Offer : Jul 06, 2022


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

Salary Breakup¹	Annual (INR)
Basic ²	2,72,727
Flexi Benefits ³	1,17,000
HRA	1,36,363
Special Allowance	1,23,000
Performance Incentive ⁴	68,183
Employer PF Contribution	32,727
Total Salary	7,50,000
Joining bonus ⁵	1,00,000
Other Benefits	
Group Health Insurance ⁶	8,00,000
Group Accident Cover	25,00,000

1 The salary breakup might be revised in the future depending on company policy

2 Employee's contribution to PF, 12% of Basic, will be deducted from the Basic

3 Flexi benefits include some tax-free components (Telephone/Wifi, Meal Vouchers, LTA) that you can opt for. Alternatively, you can get this amount as taxable salary.

4 Instead of a variable performance-based annual bonus, we credit the full amount as a fixed salary expecting high performance.

5 This is a one-time amount paid after you complete 6 months in the company along with your sixth month payroll. This will need to be returned if you choose to leave the company or if the company terminates you from your position with cause, within 24 months of your start date

6 The company pays for the health insurance premium for self, spouse and 3 children for a coverage of Rs 8,00,000 as a floater policy with option to buy top-ups. Additionally, parental insurance can be purchased at the time of joining.

TIGER ANALYTICS INDIA CONSULTING PVT LTD
(CIN: U74999TN2021FTC146673)

RMZ Millenia Business Park-2, Campus 5(2nd Floor) No. 143, Kandanchavadi,
MGR Road, Perungudi, Chennai 600096. www.tigeranalytics.com



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Date: 30-Dec-2021

To

Mr.MUKESH RAM S,
34/66,
PONNAGARAM 1ST STREET,
MADURAI-625016, TAMIL NADU.

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

Dear Mr.MUKESH RAM S,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.15000/- (**RUPEES FIFTEEN THOUSAND ONLY**). The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before 29-Jan-2022. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	30 Dec 2021
Name :	MUKESH KALLA	Place :	Madurai





ANNEXURE A

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

NAME : MUKESH RAM S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
Gross Salary	57120	685440
Employer Provident Fund (12% of Basic+TA)*	2880	34560
Cost To Company (CTC)	60000	720000
Prosperity Sharing Plan		120000
Compensation for the first year		840000

* 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 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 TWENTY LAKH 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.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

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



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Cooper

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



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2nd July 2021

Janani P
+91 6385578704
jananip1903@gmail.com

Dear Janani,

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 adjustments based on competitive practices 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.

Performance based Retention Bonus: You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Both sums will be taxable and paid to you through the following reasonable payroll cycle once you complete the mentioned tenure subject to meeting performance expectations.

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.
4. 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) month's notice or payment in lieu of notice.
5. 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.
6. 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 4th July 2021. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be 1st July 2022, 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, 11th Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai – 600089, India
CIN: U72200TN2015PTC101740
www.mrcoper.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 1st July 2022. 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 4th July 2021, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

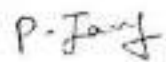
Sincerely,

For NSM Services Private Limited



Arati Mohanram
Vice President - People Org, India Center

I, Janani P accept the above offer and would be joining on or before 1st July 2022.


Janani P

ANNEXURE – SALARY BREAK UP

Name : Janani P
 Designation : Software Engineer - Trainee

[Signature]
 Dr. G.K. Rajesh
 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*	9,137	109,644
Gross Salary (₹)	60,700	728,400
PF Company's Contribution (₹)**	1,800	21,600
Total Compensation (₹)	62,500	750,000
Additional Benefits***		Benefits Value
Medical Insurance		750,000
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

*Special Allowance: Special Allowance includes an optional Flexible Benefit Plan (FBP). 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. These FBP components are reimbursed on submission of appropriate bills. Balance of unallocated special allowance will be taxable and paid in actual.

** 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.

*****Additional 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 Private Limited



Arati Mohanram
Vice President - People Org, India Center

2nd July 2021

Logeshwar K B

+91 7449186180

logeshwarkb@gmail.com

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

Dear Logeshwar,

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 adjustments based on competitive practices 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.

Performance based Retention Bonus: You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Both sums will be taxable and paid to you through the following reasonable payroll cycle once you complete the mentioned tenure subject to meeting performance expectations.

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 Medclaim 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.

NSM Services Private Limited

Block 7, 11th Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai – 600089, India

CIN: U72200TN2015PTC101740

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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.
4. 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.
5. 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.
6. 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 4th July 2021. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be 1st July 2022, 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.

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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 **1st July 2022**. 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 **4th July 2021**, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

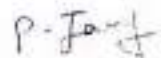
Sincerely,

For NSM Services Private Limited



Arati Mohanram
Vice President - People Org, India Center

I, **Janani P** accept the above offer and would be joining on or before **1st July 2022**.


Janani P

NSM Services Private Limited

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ANNEXURE – SALARY BREAK UP

Name : Janani P
Designation : Software Engineer - Trainee

Dr. G.K. Rajesh
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*	9,137	109,644
Gross Salary (₹)	60,700	728,400
PF Company's Contribution (₹)**	1,800	21,600
Total Compensation (₹)	62,500	750,000
Additional Benefits***		Benefits Value
Medical Insurance		750,000
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

*Special Allowance: Special Allowance includes an optional Flexible Benefit Plan (FBP). 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. These FBP components are reimbursed on submission of appropriate bills. Balance of unallocated special allowance will be taxable and paid in actual.

** 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.

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*****Additional 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 Private Limited



Arati Mohanram
Vice President - People Org, India Center

NSM Services Private Limited

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

Date: August 3, 2022

Welcome aboard!

Dear Ms Sulaiha Nasrin Farook,

Welcome aboard to AppViewX team! We are happy to have you with us. You have signed up to be a part of our super-energetic team that innovates, rethinks and pushes its imagination ahead of time to be digitally-dynamic and is always ready to constantly learn and adapt to newer technologies.

Jump into the bandwagon, grow wings, take flight, discover more every-day and conquer new milestones. And, we are confident that you're here to make a difference!

Your contribution and involvement, for sure, will be instrumental in fulfilling the mission of the organization as a whole. We also believe that you are poised to take on any challenge that comes your way and your experience at AppViewX will add enormous value to your professional growth.

Feel free to reach out to us in case you have any queries.

A mutually enriching journey is all set to begin!

Best wishes for a great start and a splendid career at AppViewX!

With Best Regards,

Nivrutha S

Nivrutha Sampath
Vice President - Human Resource

AppViewX Private Limited

Madurai App-107, 4th Floor, EC02552,

Tamil Nadu, Dindigul-624 004

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Sulaiha Nasrin Farook
71/18,
Muslim Middle Street,
Aruppukottai-626101
TamilNadu
9360205756
nasrinfaruk20@gmail.com

Date: August 3, 2022

Dear Ms Sulaiha Nasrin Farook,

Congratulations to you!

It gives us great pleasure in inviting you to be a part of AppViewX.

I'm sure you would find AppViewX an enriching and exciting place to work in, and also hope that this association would be a long lasting one, providing immense value addition to you and the company.

You are welcome to the family of AppViewX!

Regards,
For AppViewX Private Limited

Nivrutha S

Nivrutha Sampath
Vice President - Human Resource

AppViewX Private Limited

Module No 207, 1st Floor, ELCOSEZ,

Tamil Park, Coimbatore-641014

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Offer Letter

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

Date: August 3, 2022

Dear Ms Sulaiha Nasrin Farook,

Warm Greetings!

We are pleased to offer you a career with AppViewX Private Limited ("AppViewX" or "Company") as **Engineer - DevOps II**. Our colleagues who interacted with you felt unanimously that you will be an asset to our company in realizing our vision.

Your compensation would be **Rs. 1050000 /- (Ten Lakh Fifty Thousand Rupees Only)** per annum. However, the structure of your compensation may be altered / changed from time to time based on your performance.

You will be in probation for 6 months. Your employment is effective from the date of your joining and your initial posting will be at **Coimbatore**. Notwithstanding your initial place of posting, the Company (AppViewX) reserves the right to transfer/ depute/second your service to any other division /location /department /segment /branch /unit /associated concern under the ownership of the Company or Group (AppViewX), if and when required.

This offer of employment is subject to the following:

- Your sending confirmation of acceptance to this offer within 3 days
- You shall be joining our organization on or before **August 8, 2022**
- Submission of necessary relieving documents from your present employer, Experience & Education certificates & other testimonials at the time of joining.
- Your character antecedents/ references checks being found satisfactory in all respects.
- Successful completion of background verification as per company policy.

If the terms and conditions stated in the offer are acceptable, please sign the duplicate copy of this letter as a token of your acceptance and return it to us indicating your proposed date of joining within 3 days of receipt of this offer.

Best Wishes,
Yours Sincerely,
For AppViewX Private Limited

Authorized Signatory
Nivrutha Sampath
Vice President - Human Resource

Enclosures:

- 1) Annexure-I (Conditions of Offer)
- 2) Annexure-II (Compensation Breakup)
- 3) Annexure-III (Compensation Details)

AppViewX Private Limited

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Annexure-I

Conflict of Interests:

This employment is offered to you on a full time basis. During the period of employment, you shall not work directly or indirectly, either on full time or part time basis, for any other person, firm, company or otherwise, either with or without remuneration, nor you shall engage yourself directly or indirectly in any trade or business, either in the capacity of partner or adviser or in any capacity. In the event of breach of this condition, your services will be liable to be terminated by the company with immediate effect.

Retirement:

You will retire from the service of the company on reaching the age of 60 years. For determination of age, the details in the documents submitted by you at the time of joining will be deemed to be final and binding.

Confidentiality:

In consideration of the position offered to you, you will be dealing with confidential and proprietary information including but not limited to the trade secrets, business plans, customer information and business or company information belonging to the company and its clients, which should be treated in a confidential manner and not divulged to anybody. In order to protect the confidentiality and the trade secrets considering the special nature of your employment and based on such knowledge gained by you during employment with us, you will be required to execute an agreement to ensure confidentiality of the confidential and proprietary information of the Company.

Non-Compete:

You expressly agree that during the period of employment with us, you will not take up employment either directly or indirectly in any industry engaged in the business involving similar product / servicing and/ or take up any consultancy work or set up independently any servicing center to cater to the needs of the above business/service. To the extent, you receive any Proprietary Information prior to my employment start date, you shall hold such Proprietary Information in confidence and not disclose it outside the Company, use it only for the purpose for which it was disclosed, and treat it in accordance with the terms and conditions of this Agreement.

Non-Solicitation:

In the event the you leaving or separated from the Company's service you shall not solicit, either directly or indirectly, business from or undertake with any customers of the Company for a period of one year from date of separation. In addition, you shall not solicit, hire and engage either directly or indirectly, employees from AppViewX or any of its group companies for a period of one year from date of cessation of your employment.

Ownership of Intellectual Property:

You acknowledge that all original works of authorship which are made by you (solely or jointly with others) and which are protectable by any Intellectual Property (IP) Rights including copyright are "works made for hire," and AppViewX shall have exclusive and full IP rights over the same. AppViewX also gets exclusive IP Rights over the patents application, if any, filed by you during the course of your employment.

Deputation Agreement:

Based on business requirements, you may be deputed to customer site within India or abroad for Project Assignments to serve our clients directly at their site where project are undertaken. In such case, you shall be required to enter into an Deputation Agreement which would inter alia state that the employee shall serve the

AppViewX Private Limited

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Triplicane, Bangalore-560014

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company for a minimum period, post completion of Project Assignments. You shall be bound by the rules and regulations applicable to the clients and strictly adhere to the non-disclosure terms of the customer.

Policies:

You shall abide by the Policies, Rules and Regulations framed by the Company from time to time which is with respect to but not limited to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules and regulations which also forms part of these terms of employment. Company reserves its right to alter/change the said policies from time to time without any notice and the same shall be applicable as and when such changes are effected

Representations made:

You are appointed on the basis of the representation made or facts disclosed in your application for appointment. In case of any fact or representation is found to be wrong or considered to be cancelled, it shall invalidate the appointment and shall deem to be automatically cancelled and company reserves its right to initiate appropriate legal action.

Terms of this offer are strictly confidential between you and the company and any breach of this confidence will be viewed with utmost seriousness.

Termination of Employment:

Either party can terminate this employment by serving a notice of minimum two months. The company may at its absolute discretion make a payment representing Basic salary in lieu of notice of termination. Notwithstanding any other provision in this agreement, the company may terminate your service summarily and without notice for Serious Misconduct, Gross Negligence, Misbehavior, Non Performance or any violation of the agreement terms.

Leave:

AppViewXians are entitled for 22 days Casual leave per Calendar Year, which is calculated at the rate of 1.8 days of paid leave for every completed month of active service. Additionally Paternal, Bereavement and CSR leave is applicable as appropriate.

Holidays:

All employees are eligible for 9 Public and 1 Floating holiday per Calendar year.

Work Hours:

At AppViewX, we believe that a healthy work-life balance inspires us to be the best and do the best work. Driven by our belief of freedom with responsibility, employees can enjoy the benefits of flexible work arrangement that supports their lifestyle.

AppViewX Private Limited

Module No-107, 1st Floor, RUCOFFE

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CIN No: U72900TC001070027936

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Annexure-II (Compensation Break-Up)

Name: Sulaiha Nasrin Farook

Designation: Engineer - DevOps II

Band: I

CTC Breakup/Structure	
Component	Annual (INR)
Basic	422500
House Rent Allowance(HRA)	169000
Flexible Allowance	209778
Company Performance Index (CPI)	21000
Individual Performance Index (IPI)	84000
Retention Pay	100000
Employer PF	23400
Gratuity	20322
CTC	1050000
Deduction:	
Employee PF	21600
Annual Net Salary	879578
Monthly Net Salary before TDS & Prof Tax	73307

*Benefits	
Group Health Insurance Scheme	In Patient Insurance coverage for AppViewXian and dependents (Spouse and upto 2 children) with Sum Insured INR.5 Lakhs
Group Personal Accident Insurance Scheme	Sum Insured: 4 time of CTC or 1 crore
Group Covid Insurance Scheme	Exclusive Covid coverage for AppViewXian with Sum Insured of INR. 2 lakhs
Hybrid Work Allowance	You will be eligible for an additional allowance of INR. 1500 per month to support the Hybrid work model.
Important: Please note that any components/ benefits mentioned herein shall not be construed as a part of your annual salary and may be modified or withdrawn by Appviewx, at any point in time.	



Nivrutha Sampath
Vice President - Human Resource

AppViewX Private Limited

Module No-109, 1st Floor, ELCOSEZ,

Tidel Park, Coimbatore-641054

CIN: Aa11U7290DT22015FTC027930

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Annexure-III (Compensation Details)

Salary Component	Description
Basic Salary	Basic salary is calculated at 50% of Gross Salary. This component is Fully taxable and employees will not be able to make changes.
House Rent Allowance (HRA)	HRA is calculated at 50% of your Basic if you are accommodated in Metro cities (Delhi, Mumbai, Kolkata and Chennai) as per Income Tax Rule and 40% for rest of the cities. You can avail Tax exemption under HRA upon providing rent receipts, house lease agreement as appropriate.
Flexible Allowance	Flexible Allowance consists of the balancing amount and can be opted among the following components for Tax Exemption.
1. Meal Voucher	Meal card can be availed at INR 1100 or INR 2200 per month which can be tax exempted under Income Tax Law.
2. Children Education Allowance	Applicable for employees whose children are in school with a cap limit of INR 100 per children per month for upto 2 children.
3. Mobile Reimbursement	Landline or Postpaid Mobile bills on actual or INR 1000 per month whichever is lower can be availed as Reimbursement by submitting bills in the name of the employee.
4. Internet Reimbursement	Internet, Broadband bills on actual or INR 1000 per month whichever is lower can be availed as Reimbursement by submitting bills in the name of the employee.
5. Books and Periodicals	Can be availed by submitting the bills on actual or INR 500 per month towards the purchase of books/e-books, newspaper subscription, periodicals, journals relating to Academic / Professional development.
6. Leave Travel Allowance (LTA)	Actual travel fare incurred by an employee, for journey undertaken by the employee and his family to any place in India is exempt from tax. This exemption can be availed of two journeys made in a block of four calendar years.
7. Employer NPS	Employees can opt to join National Pension Scheme to avail tax deduction under Section 80 CCD (2) of Income Tax Act. This is made through the employer with a min contribution of INR 500 or 1% upto a maximum of 10% of basic pay.
Provident Fund	AppViewX will contribute to the above said amount as per Annexure II every month towards Employer's contribution to your Provident Fund.
Voluntary PF	Employees can opt for VPF to avail tax deduction under section 80 C of Income Tax Act. According to the policy, the investor can enjoy a tax break of upto INR 1,50,000/- as stipulated by Section 80C of the Indian Income Tax Act. Employee can contribute a maximum of 100% of basic salary which is more than the conventional PF ceiling of 12% which is also mandated by the government. Once an employee has opted for VPF, he cannot discontinue the investment mid-year.
Gratuity	You will be eligible for gratuity (@4.81 % of basic salary) in accordance with the gratuity rules applicable.
Variable Compensation (CPI & IPI)	Performance linked variable compensation shall be payable as given in breakup of Compensation structure as per Annexure II. The amount and the percentage of variability may be subject to change in future. As per performance management policy, the yearly components of the variability will be released once a year as per the current compensation and benefit cycle.

AppViewX Private Limited

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CIN: 502030DNPL0001071000000

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Retention Pay	This retention bonus will be paid to you on a Monthly basis along with your salary. In the event of termination of employment at your Instance, the amount disbursed till the day of separation will be adjusted/ recovered along with your full and final settlement. The date of termination of employment for this purpose is date on which you serve the notice of termination to the Company. Your relieving/experience letter will be issued only upon settlement of all the dues.
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AppViewX Private Limited

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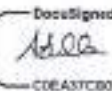
Acceptance of Offer

I hereby declare that I have read and understood all the pages of the above offer dated August 3, 2022 along with its enclosures, issued to me and herewith confirm my acceptance of offer to join AppViewX Private Limited., on or before August 6, 2022

Name: Sulaiha Nasrin Farook

Designation: Engineer - DevOps II

CTC: Rs. 1050000

Signature: 
DocuSigned by:
CDEASTC00F5M61...
Date: August 6, 2022

AppViewX Private Limited

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Tirupuram, Coimbatore-641014
CIN No: U72900KL2018PTCO079336

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5A



ACCOLITE DIGITAL
Transforming The Future. Now

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Dear Abinash N,

Congratulations on your selection at Accolite Digital, a best-in-class digital transformation services provider. I am delighted to extend this offer of employment to you.

At Accolite Digital, our mission is to solve our client's most complex digital challenges by engaging the brightest of technical minds, such as you. We believe in creating a work environment that enables our people to pursue their careers and balance their personal and professional goals so that we can achieve extraordinary results by winning together.

As a workplace, our culture is about openness, inclusion, and the willingness to take on the toughest challenges while doing the right thing every time. Being certified as a 'Great Place to Work' recognizes our robust value systems and reinforces our focus on creating a happy, healthy, and safe workplace.

With a team comprising the best & brightest technical minds, we believe in having a proactive and client-centric approach to deliver positive business outcomes.

We count on your abilities and believe that you will be a valuable addition to our team. I look forward to having you onboard soon and together achieve our vision to scale to a \$1B+ organization.

Wishing you a long and rewarding career at Accolite!

Best regards,
Leela Kaza
Founder & CEO

Accolite Digital India Private Limited

Floor 4, Survey Numbers: 27/1, 27/2, 27/3 and 27/4, Fairfield by Marriott No: 2, Nanakramguda, Gachibowli,
Hyderabad - 500032, www.accolite.com CIN: U72900TG2018PTC125822



CONFIDENTIAL – OFFER OF EMPLOYMENT

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

Abinash N

3rd October 2022

Dear Abinash N,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **Software Engineer**. Your annual CTC will be **INR 8,00,000/-** and we would like to have you begin working with us on **3rd October 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

Signature _____



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

Employment Terms and Conditions

1. Compensation and Benefits:

Your annual fixed compensation would be **INR 7,20,636/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. Variable Pay: Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 43,238/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. Tenure Bonus: You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 31st October 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
October 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job on **3rd October 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature _____


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ACCOLITE DIGITAL
Transforming The Future. Now

SA



Dear Veena Dharshini B S,

Congratulations on your selection at Accolite Digital, a best-in-class digital transformation services provider. I am delighted to extend this offer of employment to you.

At Accolite Digital, our mission is to solve our client's most complex digital challenges by engaging the brightest of technical minds, such as you. We believe in creating a work environment that enables our people to pursue their careers and balance their personal and professional goals so that we can achieve extraordinary results by winning together.

As a workplace, our culture is about openness, inclusion, and the willingness to take on the toughest challenges while doing the right thing every time. Being certified as a 'Great Place to Work' recognizes our robust value systems and reinforces our focus on creating a happy, healthy, and safe workplace.

With a team comprising the best & brightest technical minds, we believe in having a proactive and client-centric approach to deliver positive business outcomes.

We count on your abilities and believe that you will be a valuable addition to our team. I look forward to having you onboard soon and together achieve our vision to scale to a \$1B+ organization.

Wishing you a long and rewarding career at Accolite!

Best regards,
Leela Kaza
Founder & CEO

Accolite Digital India Private Limited

Floor 4, Survey Numbers: 27/1, 27/2, 27/3 and 27/4, Fairfield by Marriott No: 2, Nanakramguda, Gachibowli,
Hyderabad - 500032, www.accolite.com CIN: U72900TG2018PTC125822



CONFIDENTIAL

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

27th January 2022

Veena Dharshini B S

Subject: Offer of Internship

Dear Veena Dharshini B S,

Based on our recent discussions, we are pleased to offer you an internship with Accolite Digital India Pvt. Ltd. The internship is a significant experience in the course of your developing into a qualified professional. Therefore, we do hope you will use this opportunity to add value mutually to and from the organization.

The details of your internship extension with us are as follows: -

1. Date of joining: 15th February 2022
2. Internship Duration: 15th February 2022 – 12th August 2022
3. Location: Chennai
4. Stipend: INR 20,000 per month

Probation:

You shall initially be under probation for a 30-day period from the date of joining our service. The Company reserves the right to terminate your internship at any time during your probation. You will be required to give 15 days' notice in writing to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice as stated herein above, Accolite may deduct from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment to Internship will be deemed confirmed. Accolite reserves the right to confirm your appointment to internship and terminate this even before the expiry of the said 30-day period.

Separation at the instance of the employee:

1) You agree that if you resign from Accolite before completion of your internship program or decline a full-time offer from Accolite, in the event that Accolite extends the same to you; or resign from full-time position within one (1) year of joining Accolite thereafter, you are liable to pay as below:

a) You agree that you shall return the stipend amount owed to you during the internship period duration.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement.

2) Condition in sub-clause [1] above applies only in respect of full-time offers from Accolite with the annual compensation of at least INR 8,00,000 per annum.

Signature: _____



General:

During your internship, you will be required to comply with the Company's rules, regulations and such other practices, systems, procedures, and policies that the Company communicates to you, all of which may, from time to time, be added, amended and/or terminated by the Company at its discretion. You will be paid the specified Compensation (less required deductions and withholdings) at the end of each month.

This letter of offer shall not be constructed as creating or evidencing any separate or independent obligation of the Company or any other person or entity to hire or to retain you as its employee, consultant or otherwise for any specified period of time or to assign to you any particular duties or responsibilities. Your performance will be reviewed from time to time during your internship. The Company reserves the right to terminate your internship at any time, if it is not satisfied with the quality of services rendered by you. In case you wish to resign / leave the services, you will be required to give 15 days' notice in writing to Accolite. In the event of your failing to give notice as stated herein above, Accolite may deduct from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you.

You shall maintain total secrecy with regard to any confidential information pertaining to the Company and its customers and you shall not divulge it either during the internship or at any point following the internship unless you are authorized to do so in writing by the Company. In exchange for this internship, you agree that all work and Intellectual Property produced during your internship belongs to the Company. Additionally, as a prerequisite for your internship, you will be required to sign the Company's Non-Disclosure Agreement ("Agreement") on the start date of your Internship, and in the event of any conflict between this letter and the Agreement, the Agreement shall apply.

On joining, you are requested to please provide copies of the following documents, as and where applicable:

1. Certificates of educational qualifications
2. 2 passport size photographs in colour
3. PAN Card copy
4. ID Proof (DL or Aadhaar Card or Voter ID Card)

We welcome you once again to Accolite Digital India Pvt. Ltd. and sincerely wish you a rich and rewarding career.

Warm regards,

Milind Mutalik
Chief People Officer
Accolite Digital India Pvt. Ltd

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

Signature: _____

amadeus


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

April 28, 2022

Mr. Aravinth A

Bangalore

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Aravinth,

Welcome to Amadeus!!

We are very pleased to offer you the position of **Software Engineer 1** at Grade **G7** with Amadeus Software Labs India Private Limited ("Amadeus Labs"). We hope that Amadeus will provide you with a satisfying and challenging work environment along with a successful growth path.

Your annual Gross Fixed Salary will be **INR 10,00,000 (Rupees Ten Lakh(s) Only)** In addition you will be eligible for an Annual Corporate Bonus - Maximum of **INR 85,464 (Rupees Eighty Five Thousand Four Hundred and Sixty Four Only)** subject to the rules of the bonus scheme. A detailed compensation package is enclosed as the "Compensation Letter", which is Annexure 1 to the Employment Agreement attached here to as Exhibit A.

These and other terms and conditions of employment that will affect your employment are contained in Exhibit A. A Checklist of Documents you must bring to work is attached as Exhibit B.

In the event of any termination of employment by the Company for cause (misconduct, or fraudulent, dishonest or undisciplined conduct of the Employee, or insolvency or conviction of the Employee for any offence involving moral turpitude, or breach of any terms of this Agreement or Rules of the Company or other documents or directions of the Company by the Employee, or any unauthorized absence of the Employee from the place of work, or closure of the business of the Company) or if the Employee submits his resignation to the Company for any reason within the first twelve months from the date of joining, then in such event, the Employee will be liable to reimburse any relocation expenses and tax allowances, or payments made in lieu of relocation, incurred or reimbursed by the Company and any loan the Employee may have received from the Company during his/her Employment.

Any repayment by the Employee will be due and payable to the Company or will be deducted from any amounts due to the Employee from the Company, including without limitation any salary, bonuses, vacation or other paid leave, severance or separation pay and expense reimbursements, up to the full amount of the Employee expense owed to the Company, subject to applicable law. If such deduction does not fully satisfy the amount of reimbursement due, you agree to immediately repay the remaining unpaid balance to the Company failing which the Company has the right to withhold the Relieving/Experience letter.

The terms of your engagement shall be governed by the provisions of the Employment Agreement as well as the internal policies, guidelines and regulations of Amadeus as issued and adopted by Amadeus from time to time. Your commencement date as well as the terms of employment may be altered unilaterally, at the management's discretion at any time prior to you joining Amadeus.



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

Name: Keerthana G
Department: ECE
Address: TCE, Madurai
Redg. No.: 18D051

Direct Number: 91 124 4874900 F+91 124 4874945
Date: 31st May 2021

Conditional Offer for Delta Class

Dear Keerthana G,

Following our discussions, we are pleased to offer you for Delta Class. Delta Class is a training program for selected candidates where you will be trained on Delta organization processes, production lines and other specific job skills. The Delta Class program's duration is 1 year and Delta Electronics India Private Limited would be the sole and deciding authority on final assessment and its results.

As agreed, you will commence for Delta Class training program effective January 2022. Your place of posting will be Krishnagiri. You will be paid Training Allowance of Rs. 10,500/- per month (Rupees Ten Thousand Five Hundred only) per month. Training Allowance paid to student will be recovered in case the final selected student joined Delta and resign/left during the probation period OR not willing to join Delta.

On successful completion after passing the final assessment you would be hired on permanent Delta rolls as Assistant Engineer in Operations department and you will be paid Annual Salary of Rs. 5,00,000 (Rupees Five Lakh Only) including the variable pay as per the company policy.

Confidentiality

During your Delta Class, you may be come across many routine as well as confidential affairs of the company. It is expected that you will not part with any routine or confidential information with any unauthorized person without the prior written consent of the management. You will follow all the rules and regulations of the company and the instructions given during the course of your Delta Class.

Project/Duration

You will be assigned a project work along with a mentor for the duration of Delta Class for (duration of Delta Class). You will be governed by the Delta Class training program Rules, as in existence today or as amended from time to time.

Please note any verbally communicated discussions, etc., are superseded by this conditional offer letter.

Please sign on this letter as an acknowledgement acceptance of this conditional offer.

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chammiers Square, New Door No. 87, Old No. 48, Chammiers Road, Raja Annamalaiapuram,
Chennai, Tamil Nadu, India 600 028 T +91-44- 43408800
Corporate Office: Plot No 43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@deltagen.com; www.deltapowersolutions.com



We would like to take this opportunity to welcome you to Delta Electronics India Private Limited and we look forward to a long and mutually rewarding association.

Best regards,

Yours sincerely,

Cliff Fann
HR Head
Delta Electronics India Private Limited

I have read and understood the terms and conditions contained in this conditional offer issued to me and am pleased to accept this on these terms and conditions and shall be bound by the same.

Signature: 

Name: KEERTHANA G

Place & Date: PALANI, 31-05-2021

Delta Electronics India Private Limited

Corporate Identification Number (CIN) U32109TN2008FTC120482
Regd. Office: 1st Floor, ASV Chamiers Square, New Door No. 87, Old No. 48, Chamiers Road, Raja Annamalaiapuram,
Chennai, Tamil Nadu, India, 600 028 T +91-44- 43408800
Corporate Office: Plot No.43, Sector-35, HSIIDC, Gurgaon- 122001, Haryana, India T +91-124-4874900, F +91-124-4874945
Email ID- deltaindia@delatw.com; www.deltapowersolutions.com




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

Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Ms. Jency Sahayam X,
Door No, 405, W Masi Rd, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Jency Sahayam:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Jency Sahayam, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Chandra Shekar Hegganur Shivaramu

By:

8583EEE78A0C45A

Signature

Authorized Signatory

Acceptance

I, **Jency Sahayam**, hereby accept the terms and conditions of this employment offer. Please sign and date your Acceptance

Signature _____

Date _____



Annexure A

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

Ms. Jency Sahayam X

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.
All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst	^{1a} Communication Expenses	^{1b} Fuel Expenses
	Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.	Petrol / Driver / Insurance / Repairs & Maintenance
	Rs./₹3,000/- per month	Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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Deloitte.

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

Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Ms. Shivareka P A,

113, S Avani Moola St, Valaiyal Kadai, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Shivareka :

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Shivareka, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Chandra Shekar Hegganur Shivaramu

By:

8889EEE7B45C86A

Signature

Authorized Signatory

Acceptance

I, **Shivareka**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



Annexure A

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

Analyst

Ms. Shivareka P A

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (In Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.
All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst**^{1a}Communication Expenses**

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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

Deloitte Consulting India Private Limited
 Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
 Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
 Outer Ring Road, Bengaluru – 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
 www.deloitte.com

Dec 3, 2022

Ms. Vaishnavi Priya V,

180, 182, S Masi St, opposite Vasanth & Co, Periyar, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Vaishnavi Priya :

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

Annexure A

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

Ms. Valshnavi Priya V

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.
All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst*^{1a}Communication Expenses*

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
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² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

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You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

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OFFER CUM APPOINTMENT LETTER

Surya Kumar K
1 MUKUNTHA RAMASAMY IYER LANE, KAMARAJAR SALAI
Madurai
625009
IN

Gas

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

Dear Surya Kumar,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Support Engineer** at **Chennai, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **25-Jul-2022**.

2. Duties

- 2.1 You will be employed in the position of **Support Engineer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka
India

Tel. : +91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

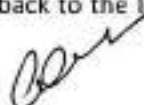
3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Chennai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic,

you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.



5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.734,800 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
- 5.3 You will also receive a sign-on bonus of Rs.250,000 for the first year and Rs.250,000 for the second year, which will be paid in twelve monthly instalments, starting at the end of your first month of employment, subject to your continued employment with the Company. The said bonus amount will be payable in accordance with the Company's standard payroll practice and subject to withholding applicable taxes. If your employment with the Company is terminated for any reason during your first two years of employment, the said monthly payments will cease after the date of termination and you will not be entitled to any further payments.

6. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

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Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ("EPFO"), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ("UAN"). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

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amazon | Development Centre
India

- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
 - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
 - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
 - (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

- 10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

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(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

- 11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

13. Termination of Employment

- 13.1 This agreement will be terminable by either party by giving written notice of a tenure (exclusive of any leaves availed during that period) as determined by the employee's job level at the time of exit - or payment of salary in lieu of such notice period to the other party. Employees exiting at job levels L6 or higher will be subject to two months written notice; employees exiting at job levels L5 or lower will be subject to one month written notice. You are being offered this position at 4, which corresponds to a 1 months' notice period at the time of hiring, but may get changed based on your job level at the time of exit. Amazon India holds the right to accept or deny payment in lieu of the said written notice.
- 13.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

13.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

15. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

16. New Hire Background Investigation

- 16.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 16.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

17. Foreign Nationals

- 17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have

required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

18. Representations and Warranties

You hereby represent and warrant to the Company that:

- 18.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 18.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 18.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 18.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 18.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 18.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19. Other Particulars

13

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka
India

Tel. : +91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- 19.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 19.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other

corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 8, 9, 11, 13, 20, 21, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by: ZUBAIR CHISHTI
Date: 2022.07.20 20:19:33 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

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AstraZeneca

[Handwritten Signature]
Dr. G. V. ...
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

AstraZeneca India Private Limited,
Block A, Neulife Tower, 11th Floor, Ramenujan
IT SEZ, Taramani, Chennai - 600113,
Tamil Nadu, India.
Telephone: +9144 40461800
astraZeneca.com

20 June 2023

Dear Priyanka G,

Letter of Intent

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "Graduate Trainee" on "07 July 2023" 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,

Shriram Subramanian

Shriram Subramanian
Talent Acquisition Lead
for AstraZeneca India Private Limited

Date signed: Jun 24, 2023

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.

Yours sincerely,

Shriram Subramanian

Shriram Subramanian

Talent Acquisition Lead

For AstraZeneca India Private Limited

Date signed: Jun 24, 2023

I hereby accept the above mentioned terms and conditions

PLACE: CHENNAI

DATE: Jun 25, 2023

SIGNATURE: **Priyanka G**

Annexure II
Financial & Benefits Details



Name: Priyanka G
Designation: Graduate Trainee
Career Level:B3

PARTICULARS

SALARY DETAILS

Basic: INR 180,000
HRA: INR 90,000
Personal Pay: INR155,000 ****(Flexible benefits linked)*
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*****Capped at Personal Pay Limit*
Fuel Reimbursement*****1,20,000
Driver Allowance*****1,80,000

ANNUAL BASE SALARY: INR 425,000

RETIREMENT BENEFITS PER ANNUM

PF: INR 21,600
Gratuity: INR 8,658

ANNUAL COST: INR 455,258

VARIABLE PERFORMANCE BONUS*: INR 42,500

TOTAL COST: INR 497,758

PREMIUM ON MEDICAL SCHEMES**

Group Medical Insurance Premium: **INR** 53,114
Group Personal Accident Premium: **INR** 1,422
Group Life Insurance Premium: **INR** 5,819
Employees Deposit Linked Insurance Premium: **INR** 900

COST TO COMPANY: INR 569,013

**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 and Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement and Operating Car Lease 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.

66



[Handwritten Signature]
Dr. G. A. Anand
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

AstraZeneca India Private Limited,
Block A, Neville Tower, 11th Floor, Ramanujan
SEZ, Taramani, Chennai - 600113,
Tamil Nadu, India.
Telephone: +9144 40461800
astraZeneca.com

20 June 2023

Dear Visaalam S,

Letter of Intent

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "Graduate Trainee" on "07 July 2023" 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,

Shriram Subramanian

Shriram Subramanian
Talent Acquisition Lead
for AstraZeneca India Private Limited

Date signed: Jun 24, 2023

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.

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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.

Yours sincerely,

Shriram Subramanian

Shriram Subramanian

Talent Acquisition Lead

For **AstraZeneca India Private Limited**

Date signed: Jun 24, 2023

I hereby accept the above mentioned terms and conditions



PLACE: CHENNAI

DATE: Jun 25, 2023

SIGNATURE: **Visaalam S**

Annexure II
Financial & Benefits Details



Name: Visaliam S
Designation: Graduate Trainee
Career Level:B3

PARTICULARS

SALARY DETAILS

Basic: INR 180,000
HRA: INR 90,000
Personal Pay: INR155,000 **** (Flexible benefits linked)*
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**** Capped at Personal Pay Limit
Fuel Reimbursement*****1,20,000
Driver Allowance****1,60,000
ANNUAL BASE SALARY: INR 425,000

RETIREMENT BENEFITS PER ANNUM

PF: INR 21,600
Gratuity: INR 8,658
ANNUAL COST: INR 455,258

VARIABLE PERFORMANCE BONUS*: INR 42,500

TOTAL COST: INR 497,758

PREMIUM ON MEDICAL SCHEMES**

Group Medical Insurance Premium: **INR** 53,114
Group Personal Accident Premium: **INR** 1,422
Group Life Insurance Premium: **INR** 5,819
Employees Deposit Linked Insurance Premium: **INR** 900

COST TO COMPANY: INR 559,013

**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 and Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement and Operating Car Lease 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.



67
 Dr. G.K. Raajesh
 Placement Officer
 Thiagarajar College of Engineering
 Madurai-625 015

29-Jan-2022

Dear Hindujha Jeyaraman,
 B.E., Electronics & Communication Engineering
 Thiagarajar College of Engineering, Madurai

Candidate ID – 19932426

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfilment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

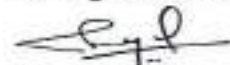
Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits
Name: Hindujha Jeyaraman

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Hindujha Jeyaraman, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited**Hindujha Jeyaraman**Sign: _____
Name:Sign: _____
Name:

50



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

05-Jan-2022

Dear Solaiyappan S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 193418357

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 80% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

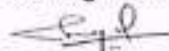
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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.



Maya Sraekumar

Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

BB

Compensation and Benefits

Name: Solaiyappan S

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

· From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.

Employment Agreement - Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Balamurugan R, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in-employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited**Balamurugan R**Sign: _____
Name:Sign: _____
Name:

(7)


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



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APPOINTMENT LETTER

January 31, 2022

Dear Sibi Nantha 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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th 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 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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.

ANNEXURE III**SALARY OFFER SHEET**

Name: Sibi Nantha 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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

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 exemption up to Rs 19,600 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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept Decline

Signature Sibi Nantha M 31/1/2022 1:39 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

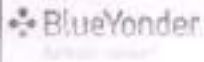
Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

21387398



Blue Yonder India Private Limited
Tower A, Mantri Commercial,
Outer Ring Road, Bellandur
Bangalore

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

PAYSLIP FOR THE MONTH OF APRIL 2023

Emp Code	1002550	Emp Name	Saravanan KN		
Department	Cloud Services	Cost Center	142000 - Operate - TMS	PF No.	PYKRP0035635000/00 15704
Location	Bangalore	Designation	IN-Associate Support Engineer	ESI No.	
Date of Birth	05-04-2001	Bank A/c No	50100534330455	Pan No.	CFGP00036L
Date of Joining	11-07-2023	Gender	M	EPS No.	
UAN	101645874086				

Regime Type: Old Regime

Earnings	Amount	YTD	Deductions	Amount	YTD
BASIC	25,667.00	25,667.00	SODEXO RECOVERY	2,200.00	2,200.00
House Rent Allowance	10,209.00	10,209.00	Provident Fund	3,000.00	3,000.00
Sotexo coupons	2,203.00	2,203.00	Professional Tax	200.00	200.00
Night Shift Allowance	12,000.00	12,000.00			
Food Pan	23,020.00	23,020.00			
Total Earnings	73,087.00	73,087.00	Total Deductions	5,400.00	5,400.00

Net Pay : Rs. 67,687.00

In Words: Rupees Sixty Seven Thousand Six Hundred and Seven Only.

Bank Name	Branch Description

*Please fill in all data using BLOCK LETTERS

The Excel has Macro script, please do not try to modify the content/format
Please open the file in an independent excel window (do not open with other excel file)

JD

(to be filled by Associate Success Team)

Personal Information

Please Note: Your email ID will be generated based on the first name and last name provided in the joining form.

First Name*	SARAVANAN
Middle Name	
Last Name*	K M
Preferred Name*	SARAVANAN
Joining Date (DD/MM/YYYY)*	11/07/2022
Employment Type*	FULL TIME EMPLOYEE
Blood Group*	A+
Date of Birth* (DD/MM/YYYY)	28/04/2003
Place of Birth* (State and City/Town)	INDIA
Gender*	MALE
Marital Status*	UNMARRIED
Nationality*	INDIAN
Citizenship	YES
If Yes, Please Specify*	INDIAN

Address Details

Click Here, if Current Address & Permanent Address are same

Click Here, to Edit & Clear Permanent Address

Current Address

House, Flat #	HOUSE FIRST CROSS
House/Apartment Name	DEVA CROSS
Street, Road	THELVANAGAR
City	VELUPPILAI
State	TAMIL NADU
Pincode	620008
Telephone Number	
Mobile No	9882112178
Email ID*	ksaravanan@blueyonder.com

Permanent Address

House, Flat #	HOUSE FIRST CROSS
House/Apartment Name	DEVA CROSS
Street, Road	THELVANAGAR
City	VELUPPILAI
State	TAMIL NADU
Pincode	620008
Telephone Number	
Mobile No	9882112178
Email ID*	ksaravanan@blueyonder.com

Emergency Contact 1

Name	SARAVANAN
Mobile No	9882112178

Emergency Contact 2

Name	DEVA
Mobile No	9882112178

PAN Details

PAN No	CPFNSDLK
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I confirm that the information provided above and on Workday is true and accurate to the best of my knowledge and I understand that any misrepresentation of information on this application form may result in action based on company policy.

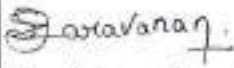
Date		Signature	
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Saravanan

Apr 15, 2022

FORM 'Q'
(See Rule 24 (9A))

Statutory requirement

1	Name and Address of the Establishment	M/s. Blue Yonder India Private Limited, Registered Office: Tower A, Mantri Commercial, Outer Ring Road, Bellandur, Bengaluru - 560103. Hyderabad Office: 14, 15 & 16th Floors, Unit 3, Parcel 4, Octave Block, Salarpuria Sattva Knowledge City, Hyderabad - 500032.
2	Name and Address of the Employer	M/s. Blue Yonder India Private Limited, Registered Office: Tower A, Mantri Commercial, Outer Ring Road, Bellandur, Bengaluru - 560103.
3	Name of the Employee	SARAVANAN K N
4	His / Her Postal Address	NO:41,DEWAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018
5	His / Her Permanent Address	NO:41,DEWAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018
6	Father's / Husband's Name	KANNAPPAN K N
7	Date of Birth	04/03/00
8	Date of His / Her entry in to employment	11/07/2022
9	Designation	ASSOCIATE SUPPORTENGINEER
10	Nature of work entrusted to him	
11	His / Her serial number in the Register of Employment (Muster Roll) (Emp id)	1002510
12	Rates of wages payable to him / her	
	i) Basic per month	
	ii) PF per month	
	iii) HRA per month	
	iv) Special Allowances per month	
	Total per month	
	Annual Salary	
	Annual Profit Sharing/Bonus Amount	
Place : TIRUCHIRAPPALLI Date : Apr 15, 2022  Acknowledgement by employee with date and Signature		
Signature of the Employer Seal of the Establishment		

FORM - 2 (revised)

Nomination And Declaration Form
For Unexempted/Exempted EstablishmentsDeclaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme,
(Paragraph 33 and 61 (1) of the Employees' Provident Fund Scheme, 1952 & Paragraph 18 of the Employees' Pension Scheme, 1995)

1	Name (in Block Letters)	SARAVANAN K N		
2	Father's/Husband's Name (In case of married Women)	KANNAPPAN K N		
3	Date of Birth	08/04/2001	3. Marital Status	UNMARRIED
4	Sex	MALE	5. Account No.	1223109034794
7	Permanent Address	Temporary Address		
	NO-41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018	NO-41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018		

PART-A (EPF)

I hereby nominate the person (s)/cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name of Nominee/ Nominees	Address of Nominee	Nominee's Relationship with the Member	Date of Birth	Total amount or share of accumulation in Provident Fund to be paid to each nominee	If the nominee is a minor, name relationship and address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6
KANNAPPAN K N	NO-41,DEVAR COLONY FIRST CROSS	FATHER	14/01/1970		

1. *Certified that I have no family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

2. *Certified that my father/mother is/are dependent upon me:
NO

S Saravanan

Signature/or thumb impression of the subscriber

*Strike out whichever is not applicable.

PART - B (EPS) Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/widower/children Pension in event of my death.

Sl. No.	Name of the family member	Address	Date of Birth	Relationship with member
1	2	3	4	5
1	KANNAPPAN N	NO 41, 20th M COLONY (POST CODE) THIRU SANGAR TRUCKERS PALM - 630018	14/01/1970	FATHER
2				
3				
4				
5				

*Certified that I have no family, as defined in para 2(vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form. I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 (2) (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name & Address of the nominee	Date of Birth	Relationship with member
1		
2		
3		
4		

Date: Apr 15, 2022

*Strike out whichever is not applicable.

Signature/Thumb impression of the subscriber

Certificate by Employer

S. Aravanan

Certified that the above declaration and nomination has been signed / thumb impressed before me by Shri/Smt./Mum employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her.

Place: _____

Signature of the Employer or other
Authorized Officers of the Establishment

Designation

Name & Address of the Factory/
Establishment or Rubber Stamp thereof.

Dated the _____

GUIDANCE FOR FILLING THE FORM No - 2

Employee's Provident Fund Scheme, 1952:-

(E P F)

Para 33 :- Declaration by persons already employed at the time of institution of the fund :-

Every person who is required or entitled to become a member of the Fund shall be asked forthwith by his employer to furnish and shall, on such demand, furnish to him, for communication to the Commissioner, particulars concerning himself and his nominee required for the declaration form in Form 2. Such employer shall enter the particulars in the declaration form and obtain the signature or thumb impression of the person concerned.

Para 61 : Nomination

1. Each member shall make in his declaration in Form 2, a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable before payment has been made.
2. A member may in this nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.
3. If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.
Provided that a fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid.
4. If at the time of making a nomination the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.
- 4A Where the nomination is wholly or partly in favour of a minor, the member may, for the purposes of this scheme appoint a major person of his family, as defined in clause (g) of paragraph 2, to be the guardian of the minor nominee in the event of the member predeceasing the nominee and the guardian so appointed.
Provided that where there is no major person in the family, the member may, at his discretion, appoint any other person to be a guardian of the minor nominee.
5. A nomination made under sub-paragraph(1) may at any time be modified by a member after giving a written notice of his intention of doing so in form 2. If the nominee predeceases the member, the interest of the nominee shall revert to the member who may make a fresh nomination in respect of such interest.
6. A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the commissioner.

Para 2(g) : Family Means :-

- (i) in the case of a male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children;

Provided that if a member proves that his wife has ceased, under the personal law governing him or the customary law of the community to which the spouses belong, to be entitled to maintenance she shall no longer be deemed to be a part of the member's family for the purpose of this scheme, unless the member subsequently intimates by express notice in writing to the commissioner that she shall continue to be so regarded; and

- (ii) In the case of a female member, her husband, her children, whether married or unmarried, her dependent parents, her husband's, dependent parents, her deceased son's widow and children;

Provided that if a member by notice in writing to the commissioner expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the member's family for the purpose of this scheme, unless the member subsequently cancels in writing any such notice.

Explanation :- In either of the above two cases, if the child of a member [or as the case may be, the child of a deceased son of the member] has been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised, such a child shall be considered as excluded from the family of the member.

EMPLOYEES PENSION SCHEME, 1995
(EPS)

Para 18 : Particulars to be supplied by the Employees already employed at the time of commencement of the Employees Pension Scheme.

Every person who is entitled to become a member of the Employees Pension Fund shall be asked forthwith by his employer to furnish and that person shall, on such demand, furnish to him for communication to the Commissioner particulars concerning himself and his family in the form prescribed by the Central Provident Fund Commissioner.

Para 2(vii) :- Family means :-

- (i) Wife in the case of male member of the Employees' Pension Fund;
(ii) Husband in the case of a female member of the Employees' Pension fund;and
(iii) Sons and daughters of a member of the Employees Pension fund;

Explanation – The expression "Sons" and "daughters" shall include children [Legally adopted by the member]

NOTE : Members can nominate a person to receive benefits under the Employees' Pension Scheme 1995 where a member is unmarried or does not have any family. Such nominee shall be paid pension equal to widow pension in case of death of member.

**Employees' Provident Fund Organisation**

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

&

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR
EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
(PLEASE GO THROUGH THE INSTRUCTIONS)

1) NAME (TITLE)	SARASWATI	
2) DATE OF BIRTH	06/07/2001	
3) FATHER'S/ HUSBAND'S NAME	SARASWATHI	
4) RELATIONSHIP IN RESPECT OF (3) ABOVE	SISTER	
5) GENDER	FEMALE	
6) MOBILE NUMBER (IF ANY)	980022676	
7) EMAIL ID (IF ANY)	saraswathidevi@gmail.com	
8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952?	No	Yes
9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995?	No	Yes

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN **MANDATORILY** FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:					
UAN					
OR					
PREVIOUS PF MEMBER ID	REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER
11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)					
12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER:					
(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER:					

B. PREVIOUS EMPLOYMENT DETAILS

13) INTERNATIONAL WORKER	NO
--------------------------	----

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

14) (A) COUNTRY OF ORIGIN - OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)	
(B) PASSPORT NUMBER	
(C) PASSPORT VALID FROM (DD/MM/YYYY)	
(C) PASSPORT VALID TO (DD/MM/YYYY)	

15) EDUCATIONAL QUALIFICATION	Bachelor Of Engineering
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16) MARITAL STATUS	Unmarried
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17) SPECIALLY ABLED	
IF YES, TICK THE CATEGORY	NO

18) KYC DETAILS	KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
	BANK ACCOUNT - 1 *	SARASWATI H N	222306004794	04/08/2021
	MPIR/AADHAR	SARASWATI H N	022222222222	
	PERMANENT ACCOUNT NUMBER (PAN)	ASASASASASAS	00000000	
	PASSPORT			EXPIRE DATE
	DRIVING LICENCE			EXPIRE DATE
	ELECTION CARD			
	RATION CARD			
	ESIC CARD			

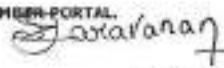
* Mandatory Field (NOTE: BANK ACCOUNT NUMBER ALONG WITH IFSC CODE IS MANDATORY). YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCs TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
(I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
(II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
(III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER-PORTAL.

DATE: Apr 15, 2022

PLACE: TIRUCHIRAPPALLI



SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A.
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER of EPF SCHEME, 1952 AND EPS, 1995:
• (POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS
• PLEASE TICK THE APPROPRIATE OPTION:
THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 HAVE NOT BEEN UPLOADED
 HAVE BEEN UPLOADED BUT NOT APPROVED
 HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER of EPF SCHEME, 1952 AND EPS, 1995:
• THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
• PLEASE TICK THE APPROPRIATE OPTION:-
 THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 AS THE DSC DETAILS OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT

THE PAYMENT OF GRATUITY (CENTRAL) RULES, 1972

FORM 'F'

[See sub-rule (1) of rule 6]

NOMINATION

To

KANNAPPAN K N

(Name in full here) whose particulars are given

in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said act.

4. (a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the _____ to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of Nominee	Proportion by which the gratuity will be shared
1 KANNAPPAN K N [Address]	FATHER	52	
2			
3			
4			

* Give here name or description of the establishment with full address

THE PAYMENT OF GRATUITY (CENTRAL) RULES, 1972

Statements

1	Name of employee in full	SARAVANAN
2	Sex	MALE
3	Religion	HINDU
4	Whether unmarried/married/widow/widower	UNMARRIED
5	Department /Branch/Section where employed	
6	Post held with Ticket or Serial No., if any.	
7	Date of appointment	11/01/2022
8	Permanent Address	NO:41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018
9	Current Address	NO:41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018

District: TIRUCHIRAPPALLI

State: TAMIL NADU

Place : TIRUCHIRAPPALLI

Saravanan

Date : Apr 15, 2022

Signature/Thumb-impression of the employee

Declaration by witnesses

Nomination signed / thumb impressed before me.

Name in full and full address of witnesses

Signature of witnesses

1	
---	--

1	
---	--

2	
---	--

2	
---	--

Place :

Date :

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.
Employer's reference No., if any.

Signature of the Employee/Officer Authorized

Designation

Name & Address of the establishment or Rubber-stamp
thereof

Date:

Acknowledgment by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date : Apr 15, 2022

Saravanan

Signature of the employee

Note | Strike out the words/paragraphs not applicable.

FORM-I
NOMINATION AND DECLARATION FORM
 [See rule 3]

1 Name of person making nomination (In block letters)	SARAVANAN K N
2 Father's/Husband's Name	KANNAPPAN K N
3 Date of Birth	08/04/2001
4 Sex	MALE
5 Marital Status	UNMARRIED
6 Permanent Address	NO-41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018
7 Temporary Address	NO-41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI - 620018

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event to my death.

Name of the nominee/nominees (1)	Address (2)	Nominee's relationship with the member (3)	Date of Birth (4)	Total amount of share of accumulations in credit to be paid to each nominee (5)	If the nominee is minor, name, relationship and address of the guardian who may receive the amount during the minority of nominee. (6)
KANNAPPAN K N	NO-41,DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLI	FATHER	08/04/2001		

1 Certified that I have no family and should I acquire a family hereafter, the above nomination shall be deemed as cancelled.

2 *Certified that my father/mother is/are dependent upon me.

3 *Strike out whichever is not applicable.

Saravanan

Signature or the thumb impression of the employed person

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. _____ employed in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed

for Blue Yonder India Private Limited

Authorised Signatory
Blue Yonder India Private Limited

Registered Office: Tower A, Mandri Commercial, Outer Ring Road, Bellandur, Bangalore - 560103

Hyderabad Office: 14, 15 & 16th Floors, Unit 3, Parcel 4, Octave Block, Salarpuria Satva Knowledge City, Hyderabad - 500032.



Blue Yonder India Private Ltd.
Nomination Information Sheet for Personal Accident Policy

General Instructions:

1. Nomination Claims will NOT be processed without this form or with an incomplete form.
2. Each box, wherever provided, should contain only one character (alphabet/number/punctuation sign, etc.), leaving a blank box after each word.

Instructions for filling in Name:

1. A blank space is to be left between parts of the name.
2. Only tick mark at the appropriate places.

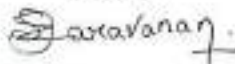
Name of Employee:	SARAVANAN			
Company Name:	Blue Yonder India Private Limited			
Employee No.:	000000			
Location:	BENGALURU			
Department:	CLOUD SERVICE			
Residential Address:	NO A1, DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLU - 620018			
	City:	TIRUCHIRAPPALLU	State:	TAMIL NADU
	PIN:	620008	Phone:	908011876

Nominees

Name of the Nominee I	SARAVANAN K N			
Relationship:	FATHER			
Address	NO A1, DEVAR COLONY FIRST CROSS THILLAI NAGAR TIRUCHIRAPPALLU - 620018			
	City:	TIRUCHIRAPPALLU	State:	TAMIL NADU
	PIN:	620018	Phone:	9094571483
Telephone				
% of compensation:	100			

Name of the Nominee II				
Relationship:				
Address				
	City:		State:	
	PIN:		Phone:	
Telephone				
% of compensation:				

All the statements made herein and the answers given are wholly true and correct to the best of my knowledge. It is hereby understood and agreed that the statements, answers and particulars are the basis on which this nomination will be granted.



Signature of the Employee

Date: Apr 15, 2022

Life Insurance Nomination Form

* Please use this form to change any of the details given in the Member Information Form. Only the changed details need to be filled, empty fields will be assumed to be unchanged from the Member Information Form. Please note that the Name of Life Assured, Date of Birth and Sex field is mandatory to be filled.

Name of Company of which you are an employee/member:	Blue Yonder India Private Limited
------------------------------------------------------	-----------------------------------

Group Term Insurance

Name of Life Assured	SARAVANAN K N			
Address	NO.41,DEVAR COLONY FIRST CROSS THELAI NAGAR TIRUCHIRAPPALLI - 620018			
	City:	TIRUCHIRAPPALLI	State:	TAMIL NADU
	Pin:	620018	Phone:	9080112670
Date of Birth (DD/MM/YYYY):	08/04/2001			
Sex:	M			

Nominee Details:

(If more than one Nominee is there please use additional sheet to record the following information)

Name	KANNAPPAN K N			
Address	NO.41,DEVAR COLONY FIRST CROSS THELAI NAGAR TIRUCHIRAPPALLI - 620018			
	City:	TIRUCHIRAPPALLI	State:	TAMIL NADU
	Pin:	620018	Phone:	9994971483
Relationship with the Life Assured:	FATHER			
Percentage of Sum Assured:	100			
Is the Nominee a Minor	If Nominee is a Minor please give details about the Guardian: Name:			

Declaration of the Member

I agree and confirm that these statements and this declaration are the basis of the contract between the Insurer and the Company/Group. If any untrue statements are contained herein or there has been any non-disclosure of any material fact, the Policy to be issued by the Insurer in the name of the Company/Group may be treated as void as far as I am concerned.

I authorize the Company/Group to disclose to the Insurer such particulars as they may require including the details given above and any changes to the same, pay the premium payable on my behalf/collected from me to the Insurer, to file claims on behalf of my nominee/s, to receive and give valid discharge for the amounts paid by the Insurer to the Company/Group on behalf of my nominee/s towards Claim and to distribute the amounts received by the Company/Group to my nominee/s,

Place: TIRUCHIRAPPALLI
Date: Apr 15, 2022

(Signature of Member)

In case the life to be insured is an illiterate:

His/her thumb impression should be attested by a person of standing whose identity can be easily established, but unconnected with the Insurer and this declaration should be made by him.

"I hereby declare that I have explained the contents of this form to the life to be insured in _____ language and that the life to be insured has fixed the thumb impression above after fully understanding the contents thereof."

Name and address of the declarant.

Signature

73

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

Date :21/06/2022

To
Dharush Raj Kannan
(Code:)

Provisional Offer Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate Engineer**. Your services are being deputed to **CATERPILLAR INDIA ENGINEERING SOLUTIONS PRIVATE LIMITED** on the following terms and conditions:

- Your employment will be valid from **25/07/2022**
- Your Salary CTC will be INR 716,280.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

You shall report for work on **25/07/2022** .In case you fail to join the company by the scheduled date,you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1(one) months Gross salary to the Company.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

S. Balakrishnan

Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	23,876.00	286,512.00
House Rent Allowance	11,938.00	143,256.00
Statutory Bonus	1,989.00	23,868.00
Other Allowance	11,707.00	140,484.00
Telephone Reimbursement	2,388.00	28,656.00
Leave Travel Allowance	1,990.00	23,880.00
Vehicle Reimbursement	2,400.00	28,800.00
Gross Salary	56,288.00	675,456.00
Employer's Contribution to EPF	2,865.00	34,380.00
Insurance	537.00	6,444.00
CTC (Cost to the company)	59,690.00	716,280.00
Employee's Contribution to EPF	2,865.00	34,380.00
Total Deduction	2,865.00	34,380.00
Net take home = (Gross salary- Total deduction)	53,423.00	641,076.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.

S. Balakrishnan

Authorized Signatory

Balakrishnan S
Head - HRSSC

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006,
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Workhall

WORKHALL PRIVATE LIMITED

Level 2, No 105, 3rd Main Road,
Natesa Nagar, Virugambakkam
Chennai, Tamilnadu, India - 600 092
Ph. +91 44 2479 9479
CIN - U72900TN2021PTC140771

74
72
Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

20 December 2021

Dear Bhuvan Raksitha S,

Welcome to the Workhall family!

We have the pleasure of offering you a job at Workhall as an "Associate Software Engineer". We at Workhall are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and brought by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

P. Prabhavathi
Prabhavathi Macheri Shanker
Director, Workhall

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 25,000 per month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	13,767.00
House Rent Allowance	6,883.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary *	25,000.00
Employer PF Contribution	1,800.00
Total	26,800.00

- * Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts
5. Your compensation will be pro-rated for any partial months worked
 6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
 7. If you decide to leave Workhall during probation, you will have to serve a minimum notice period of 3 - months. Workhall retains the right to request work beyond the 3-month notice period as may be the case.
 8. Your employment will be confirmed upon successfully completing your probation period. Workhall retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

9. Upon confirmation, your salary will be as per the table below

Category	Monthly (INR)	Annually (INR)
Basic	29,600.00	3,55,200.00
House Rent Allowance (HRA)	14,800.00	1,77,600.00
Commutation Allowance (CA)	1,600.00	19,200.00
Medical	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	2,250.00	27,000.00
OTHER	51,000.00	6,12,000.00
Employer PF	1,800.00	21,600.00
Bonus Potential		61,200.00
Insurance		9,930.00
GROSS PAY		7,04,730.00

a. Employer Provident Fund

Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. Bonus

Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.

Bonus is paid based on your joining date.

You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Workhall after this date, you will be eligible for a bonus starting from the subsequent year.

c. Insurance

Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The insurance cover provided by Workhall can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Workhall pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Workhall could vary based on additional parameters. You will be eligible for the group health insurance policy after completion of 3 months from your date of employment

10. Your total annual Cost to Company (CTC) is Seven Lakhs Four Thousand Seven Hundred and Thirty Indian Rupees Only (Rs. 7,04,730.00)
11. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
12. Salary Revision

The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.

If you join Workhall on or before 30th September 2022, you will be eligible for a salary revision in the month of January 2023. In case your date of joining falls on or after 1st October 2022, your salary revision will happen only in the month of January 2024.

13. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
14. Your training location and job location will be Workhall-Chennai office. You might be required to work from the various offices from time to time.
15. There might be an occasional need to work during business days and hours of the customer.
16. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
17. This offer is valid till 30th of December 2021 If you do not confirm the acceptance within this period, Workhall has right to withdraw the offer.
18. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
19. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
20. At the time of joining Workhall, please submit the following documents:
 - a. Copy of signed Workhall offer letter
 - b. Copy of 10th & 12th mark sheets
 - c. Copy of Degree certificates
 - d. Copy of your passport.
 - e. Copy of your PAN Card.
 - f. Copy of your Aadhar Card
 - g. Copy of Bank passbook first page or cancelled cheque leaf.
 - h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
 - i. Medical fitness certificate
 - j. Passport Size Photograph
21. Your offer is contingent on you producing all the above documents. Workhall reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

22. Workhall aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Workhall throughout the year that you can opt-in.

23. You will be entitled to the complimentary snack and beverage facilities in the premises.
24. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
25. Under Workhall Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

26. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
27. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Workhall, whether directly or indirectly.
28. You will be required to undertake travel on Workhall's work for which you will be reimbursed travel expenses as per the policy applicable to you.
29. You will always be required to abide by Workhall's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
30. You are expected to perform your duties in an ethical and integral way. Non-compliance with Workhall's policies and any unethical behaviour could result in termination.
31. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Workhall as its exclusive property, which becomes an intellectual property of Workhall.

Conflicts of Interest

32. You are required to engage yourself exclusively in the work assigned by Workhall and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
33. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Workhall
34. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Workhall to any organization, group or individual who may or may not have a conflict of interest with Workhall
35. You are not to solicit, induce or encourage
 - a. Any employee of Workhall to terminate their employment with Workhall or to accept employment with any competitor, supplier or any customer with whom you have a connection
 - b. Any customer or vendor of Workhall to move his existing business with Workhall to a third party or to terminate his business relationship with Workhall

- c. Any existing employee to become associated with or perform services of any type for any third party.
36. In the event of your separation from Workhall, either initiated by you or by Workhall, You shall not recruit/ refer for employment any employee working in Workhall for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

37. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Workhall nor engage in any activity that conflicts with your obligations to Workhall;
38. Solicit Business: You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Workhall's product and/or services to himself or any Person in competition with the business of Workhall;
39. Solicit Personnel: You shall not solicit or attempt to influence any person employed or engaged by Workhall (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Workhall or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Workhall;
40. Workhall acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Workhall's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
41. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Workhall. Therefore, you agree that Workhall shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and

obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Workhall may have at law or in equity.

42. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Workhall's competing Service for a period of five years from the date of leaving Workhall for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Workhall (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

43. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Workhall or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
44. You will be privy to information pertaining to Workhall and Workhall's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Workhall's Non - Disclosure Agreement on your joining date.

Intellectual Property

45. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Workhall's business outside your normal working hours and which relates to that business), those rights shall belong to Workhall. You shall not be permitted to share such intellectual property in physical or digital format outside Workhall.
46. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Workhall in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Workhall immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Social Media Postings

47. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Workhall to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Workhall clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and

publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

48. Workhall retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Workhall's customers, its employees or its affiliates.
49. If you decide to leave Workhall at any point of time, you are required to serve a minimum notice period of three (3) full months. Workhall retains the right to request work beyond the 3-months' notice period as may be the case.
50. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Workhall retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
51. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
52. You will not be eligible for any revision, bonus, or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
53. Workhall may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
54. Workhall retains the right to terminate your employment agreement if you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.
55. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
56. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
57. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

58. Workhall trusts that you have not provided us with any false declarations of willfully suppressed material information.
59. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
60. It is a condition of your employment that you sign this agreement at the time of joining Workhall and you must comply with the undertaking thereafter.
61. You will be required to learn the processes being followed at Workhall from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
62. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Workhall's interests.
63. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Workhall and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Workhall. You will also ensure safe return of all the properties including confidential information under your possession failing which Workhall will initiate appropriate action for recovery.
64. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
65. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Workhall. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Workhall

WORKHALL PRIVATE LIMITED

Level 2, No 185, 3rd Main Road,
Natesa Nagar, Virugambakkam
Chennai, Tamilnadu, India - 600 092
Ph. +91 44 2479 9479
CIN - U72900TN2021PTC140771

Yours Sincerely
For Workhall Private Limited

P. Prabhavathi

Prabhavathi Macheri Shanker
DIRECTOR, WORKHALL

I, _____ agree to accept employment on the terms and conditions mentioned
in the above letter.

Date: _____

Signature: _____


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





73

08-Mar-2022

Dear Anuja S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19207347

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

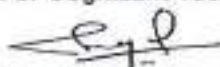
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits
Name: Anuja S

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.



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

03-Dec-2021

Dear Gobika P,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19714392

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500 /- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in 'Compensation and Benefits'. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

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This offer of employment is subject to your fulfilment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

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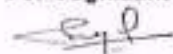
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President - Human Resources

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Signature:

Date:

Compensation and Benefits

Name: Gobika P

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
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Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

08-Mar-2022

Dear Nandhini J,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19207447

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

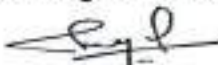
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits
Name: Nandhini J

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.



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

15-Mar-2022

Dear Renuka K,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 19207602

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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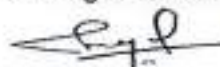
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

over

Compensation and Benefits

Name: Renuka K

Designation: Programmer Analyst Trainee

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79

BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date: 04/19/2022

Harsha B S

C10955179

5 Rd, State Bank Supervisors Colony, Madurai, Tamil Nadu 625010, India

9127465998

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

77

Dear Harsha B S,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. 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 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 foregoing 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.

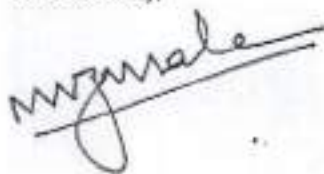
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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 a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

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,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Harsha B S

de

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	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/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 458300/-
(E)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(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 will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of

the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(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/regulations 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.

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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) 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, siblings, and additional children under the separate insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.

##(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500,00/- on submission of actual supporting as per policy.
- 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 above benefits & 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.

GST Clause:

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.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

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-complete 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:

Harsha B S

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

08-Mar-2022

Dear Raaga Swetha R,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19201772

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

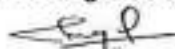
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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.



Maya Sreekumar

Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Raaga Swetha R

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			369,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

· From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

· From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

· In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

· For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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.

Employees State Insurance:

· 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.

· 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****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.



Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015 79

November 26, 2021

Thiyagarajan A S
72, Maravar Chavadi Bus Stop, S Masi St, Madurai, Tamil Nadu 625001, India

Dear Thiyagarajan,

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 **DevOps 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 **DevOps Engineer 1** with Comcast India and you will be required to report to **Prakash Jayaraman**. 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 562,586** (Five Lakhs Sixty Two Thousand Five Hundred and Eighty Six 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



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.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(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 4, 2022** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):
- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **DevOps Engineer 1** with Comcast India
 - (b) Your performance and conduct during your period of internship with Comcast India from **January 3, 2022 to June 30, 2022 (Internship)** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
 - (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 11, 2021** and Internship Agreement dated **December 13, 2021**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have 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
- (g) You have agreed to and passed 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 authorize 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.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and 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
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name : Thiyagarajan A S
Date : 22/12/2021



Handwritten signature

COMCAST INDIA OFFER		
Name	Thiyagarajan A S	
Comcast Title	DevOps Engineer 1	
Department	PPS Infra	
Hiring Manager	Prakash Jayaraman	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	23,441	281,293
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	11,721	140,647
Leave Travel Allowance *	1,953	23,441
Special Allowance	9,767	117,205
Total Fixed Pay	46,882	562,586
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	28,129
Total Cash	46,882	590,715
Provident Fund **	2,813	33,755
Telephone Reimbursement	1,000	12,000
Gratuity***	-	13,530
Cost to Company	50,695	650,001

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).



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

November 26, 2021

Sridhar
2/405-2, Sevalpatti, Collectorate post, Virudhunagar 626002

Dear Sridhar,

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 **DevOps 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 **DevOps Engineer 1** with Comcast India and you will be required to report to **Prakash Jayaraman**. 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 562,586** (Five Lakhs Sixty Two Thousand Five Hundred and Eighty Six 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



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.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(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 4, 2022** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **DevOps Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 3, 2022 to June 30, 2022 (Internship)** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 11, 2021** and Internship Agreement dated **December 13, 2021**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have 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
- (g) You have agreed to and passed 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 authorize 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.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and 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
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name : Sridhar R
Date : 22/12/2021



Handwritten signature

COMCAST INDIA OFFER		
Name	Sridhar	
Comcast Title	DevOps Engineer 1	
Department	PPS Infra	
Hiring Manager	Prakash Jayaraman	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	23,441	281,293
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	11,721	140,647
Leave Travel Allowance *	1,953	23,441
Special Allowance	9,767	117,205
Total Fixed Pay	46,882	562,586
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	28,129
Total Cash	46,882	590,715
Provident Fund **	2,813	33,755
Telephone Reimbursement	1,000	12,000
Gratuity***	-	13,530
Cost to Company	50,695	650,001

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).


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



APPOINTMENT LETTER

January 31, 2022

Dear Deshika 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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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: ppolicyclearinghouse@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 ppolicyclearinghouse@wipro.com.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III**SALARY OFFER SHEET**

Name: Deshika V

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

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 exemption 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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept

Decline

Signature Deshika V 31/1/2022 3:19 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2844 0054
Sarjapur Road E :info@wipro.com
Bengaluru 560 035 W :wipro.com
India C :L32102KA1945PLC020800

21387348

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



APPOINTMENT LETTER

February 2, 2022

Dear Leema Susan C,

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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th 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 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.

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.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III**SALARY OFFER SHEET**

Name: Leema Susan C

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

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 exemption 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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept Decline

Signature Leema Susan C 2/2/2022 9:37 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2844 0054
Sarjapur Road E :info@wipro.com
Bengaluru 560 035 W :wipro.com
India C :L32102KA1945PLC020800

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



APPOINTMENT LETTER

February 3, 2022

Dear Nithya Sree 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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I, Nithya Sree V A 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."

ANNEXURE III

SALARY OFFER SHEET

Name: Nithya Sree 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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834

Total Cost to Company per annum	5,50,008
----------------------------------------	-----------------

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

 Accept Decline **Signature** Nithya Sree V A 3/2/2022 10:59 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

2/3/22, 10:59 AM

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Turbo_B_Tech_Offer_Letter_Template_2022&...

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86

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



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APPOINTMENT LETTER

January 31, 2022

Dear Sridhar B,

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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shallen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III

SALARY OFFER SHEET

Name: Sridhar B

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834

Total Cost to Company per annum**5,50,008**

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

These 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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept

Decline

Signature Sridhar B 31/1/2022 1:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2944 0054
Sarjapur Road E :info@wipro.com
Bangalore 560 035 W :wipro.com
India C :L32102KA1945PLC020800

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



APPOINTMENT LETTER

January 31, 2022

Dear Suganeswar 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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I, Suganeswar V 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.

ANNEXURE III

SALARY OFFER SHEET

Name: Suganeswar V

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834

Total Cost to Company per annum

5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE – IV

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.

ANNEXURE – V

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 2022-23.

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.

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.

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.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

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 predefined 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.

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.

Accept Decline

Signature Suganeswar V 31/1/2022 1:53 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

1/31/22, 1:55 PM

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Turbo_B_Tech_Offer_Letter_Template_2022&...

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

22767589

23-Apr-2022




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

Dear Naveen Kumar S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID – 18919006

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst**.

You are entitled to an Annual Total Remuneration (ATR) of INR **675,948/-**. This includes an annual target incentive of INR **22,500/-**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

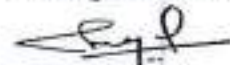
Upon successful completion of Internship program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits
Name: Naveen Kumar S

Designation: Programmer Analyst

Sl. No.	Description	Monthly	Yearly
1	Basic	18500	222,000
2	HRA*	11100	133,200
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	2220	26,640
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	16959	203,508
Annual Gross Compensation			633,948
Incentive Indication (per annum)**			22,500
Annual Total Compensation			656,448
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			675,948

Note: The Insurance amount may vary subject to market conditions from time to time.

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
- 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

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

S.No	Category of Leave	No.of Leave Days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

Employees State Insurance:

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **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.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Naveen Kumar S, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART,

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24

hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any

manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
e. you represent that 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.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
 - Non-adherence to Associate Deployment Pool Policy
 - Violation of Social Media Policy or Conflict of Interest Policy
 - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
 - Insubordination or failure to comply with the directions given to you by persons so authorized
 - Insolvency or conviction for any offence involving moral turpitude
 - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
 - Violation of non-disparagement obligations
 - Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited**Naveen Kumar S**

Sign: _____

Sign: _____

Name:

Date:

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

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Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
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Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Ms. Jeyanthi M,

146, Netaji Rd, near Meenakshi Amman Temple, Valaiyal Kadai, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Jeyanthi :

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached **Annexure A**.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

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This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Jeyanthi, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited
Best regards,

DocuSigned by:

By: 8883EEETBA9CABA...
Signature

Authorized Signatory

Acceptance

I, **Jeyanthi**, hereby accept the terms and conditions of this employment offer. Please sign and date your Acceptance

Signature

Date

RS

Annexure A

Ms. Jeyanthi M

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst*^{1a}Communication Expenses*

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs./₹3,000/- per month

^{1b}Fuel Expenses

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹7,500/- per month

^{2a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

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Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Deloitte

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

Deloitte Consulting India Private Limited
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
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Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Mr. Akash Raj M K,

Santhanam Sundaram Complex, Behing Periyar Bus Stand, Netaji Road, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Akash Raj :

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

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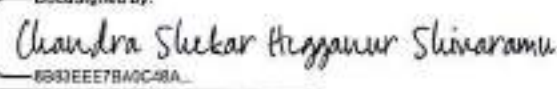
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Akash Raj, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited
Best regards,

DocuSigned by:

By: 6893EEE7BA9C48A...
Signature

Authorized Signatory

Acceptance

I, **Akash Raj**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance.

Signature

Date

Annexure A

Mr. Akash Raj M K

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
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Deloitte

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

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Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Dec 3, 2022

Mr. Barathkumar S B,

12-13, S Masi St, Valaiyal Kadai, Madurai Main, Madurai, Tamil Nadu 625001, India

Subject: Offer of Employment

Dear Barathkumar :

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

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Barathkumar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Chandra Shekar Hegganur Shivaramu
8883EEET8A0C48A...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Barathkumar**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date

alw

Annexure A

Mr. Barathkumar S B

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
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Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015

Regd. Office: Brillio Technologies Pvt. Ltd
4th Floor, Bren Optimus,
No 8/2, Dr. M.H Marigowda Road,
Bengaluru- 560029
CIN: U22190A1997FTC02220
T +91 80 4013 6100
www.brillio.com

August 03, 2022

Dear Muthulakshmi M,

We pride ourselves on hiring the best! It is a pleasure to invite you to join our highly talented team. I am delighted to extend an offer of employment with Brillio as a Engineer in Level 8 at Bangalore office starting on August 10, 2022. In this position, you will report to Anitha Ramesh.

1. COMPENSATION

- Cost To Company (CTC) INR. 750,000/- per annum.
- You will be entitled to benefits in accordance with the company policy. Your salary will be reviewed periodically based on your performance and as per company policy.

Kindly acknowledge your acceptance of this offer through the online option 'Accept Offer letter' and also send us an email to confirm your date of joining. If we do not get any acceptance within 7 days, this offer would lapse at the discretion of Brillio.

We appreciate your attention to the following items, so that we can anticipate and plan for your arrival:

- Request you to complete the Background Verification.
- Complete other applicable onboarding tasks that populate in onboarding portal To Do list **before** your start date.

The entire Brillio Team looks forward to welcoming you and offers our congratulations!

Please note that the employment terms contained in this letter are subject to the company policy which may be modified from time to time.

2. APPOINTMENT

a. Probation

You will be on probation for the first three months from the date of joining. Your Confirmation on Employment is subject to completion of academics without any backlogs and successful completion of training assigned to you during this Probation Period.

b. Background Checks

The offer is subject to clearance of background checks as per Company policy. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, may withdraw this offer/ terminate employment at any time. Upon your acceptance of this offer, you shall receive Background verification portal login credentials on your personal email ID indicated in your job application. Do ensure that the pre-hire background verification is completed before your joining, failing which your date of joining can be postponed at the discretion of Brillio.

c. Work Conditions

The Company reserves its right to transfer you to any of its departments or functions or offices or its subsidiaries or associated or affiliated companies in India, or outside India.

We provide support to our global customers from various locations to suit customer's differing time needs including on 24x7 basis. You will be liable to be transferred to in such capacity as the Company may from time to time determine to any other such location, department, establishment, or office of the Company. You may be required to work from any of Company's offices or Company's client locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind business needs and deliverables to customers.

3. TERMINATION AND NOTICE PERIOD

a. This appointment contract can be terminated by either party by giving three (3) months prior written notice. The period of notice shall commence from the date of submission of the resignation letter. In some cases, the Company may at its discretion reduce the notice period, subject to statutory norms, and depending on current role the employee is performing, and time taken to transition duties.

In the event that the Company terminates this contract, it may, at its discretion, reduce the period of notice it is required to give you and in lieu thereof compensate you by paying a sum equivalent to your Basic Salary + HRA for the balance notice period. Should Brillio terminate your employment with cause (willful misconduct, non-performance, corrective action, insubordination, illegal action, criminal history, falsification of data etc.), Brillio will not provide you any notice period or pay thereof.

During the notice period, you shall be required to carry on with your duties in a professional and diligent manner and assist in the transitioning of your role/functions to a person nominated by the Company.

In the event you fail to do so, you shall be liable to compensate the Company for any losses suffered in this regard. Further, the Company shall have the right to set off such losses against amounts due to you, if any.

b. The retirement age is 60 years.

4. KEY BENEFITS

You will be entitled to the following benefits:

a. You are eligible to get the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme.

b. The Company recognizes the fact that it needs to reimburse certain out-of-pocket expenses incurred by you on official work. However, with a view to control such expenditure, the company has imposed limits towards reimbursement under various heads of expenditure and you shall accordingly be entitled to reimbursements as per the applicable Company policy. The Company shall have the right to review and revise the limits as and when it deems to be necessary.

c. You are entitled for Flexible reimbursement components which offer you the flexibility to design part of your compensation. The option to make changes is available twice in a financial year.

5. RESPONSIBILITIES

a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities 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. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Brillio, whether directly or indirectly.

b. We at Brillio are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including Code of Business Conduct and other policies of the Company as they form an integral part of the terms of employment with Brillio.

c. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

6. CONFLICT OF INTEREST

You shall not undertake any activities which shall conflict with the terms of your appointment and / or with the interests of the Company. In the event that you desire to take any activities or assignments for any third parties, you would require the prior written approval of your Manager and the Head of the Human Resources Department. Further, should you leave the Company; you shall not work for any of Brillio's client or competitor as agreed by you in the enclosed Employee Non-Disclosure & Confidentiality Agreement.

7. RULES AND REGULATIONS

You shall abide by the rules and regulations of the Company which are in force and or may be framed from time to time.

8. SAFETY OF COMPANY ASSETS AND LIFE

You shall be responsible for the safe-keeping of all the Company's property and observance of all safety protocols failing which the Company reserves its right to take appropriate disciplinary action against you. The disciplinary action may include fine or termination from the services of the organization depending on the nature and extent of the damage caused to the Company's

property.

9. PERSONAL INFORMATION

Personal information collected may be used for providing experiences/ benefits/ services such as (but not limited to) insurance enrollment, payroll process, verification checks, feedback/surveys/ contests, and/or order forms. Some of our forms request users to provide personal information that is required for us to process the user's request. Occasionally, other information is also requested from the user to determine the demographics of Brillio's audience. For example, we might ask for Name, Company Name, Address, and E-mail Address. At no time, however, will Brillio sell, trade, and rent or distribute personal information to any non-related entity outside organization.

10. NON-DISCLOSURE AGREEMENT

By accepting this offer you agree to the EMPLOYEE NON-DISCLOSURE, NON-COMPETITION AND CONFIDENTIALITY AGREEMENT ("NDA") as below. The agreement to this NDA is mandatory and a pre-requisite, as per Company policy, for your appointment to take effect.

EMPLOYEE NON-DISCLOSURE, NON-COMPETITION AND CONFIDENTIALITY AGREEMENT

Covenants on Confidential Information and Property

a. "Confidential Information" shall mean any nonpublic information that Brillio specifically regards as, or marks or designates, either orally or in writing, as confidential or which, under the circumstances surrounding the disclosure, ought to be treated as confidential and includes Works made for Hire. Confidential Information further includes, but is not limited to, documentation, corporate information, financials, client lists, business practices, sales practices, human resource practices, systems, schematics, architectures or drawings, descriptive materials, specifications, software (source code or object code), client information, information received from other entities that you are obligated to treat as confidential and other materials and information that are by nature deemed to be confidential.

b. **Prohibition on Disclosure and Use:** During your performance of services for the Company, and after your services terminate, you shall not, directly or indirectly, (i) disclose or disseminate to anyone the Confidential Information, except to those Personnel of the Company whom the Company has specifically identified to Employee in writing as having a clear need to know it, or except as otherwise specifically authorized in advance in writing by a vice-president or higher level officer of the Company; or (ii) use the Confidential Information for your purposes or any other person or entity, except solely for the Company during your performance of services for the Company, and then only in the Company's sole interest and on its sole behalf. Notwithstanding the previous sentence, you may disclose Confidential Information in accordance with a lawful governmental order directed to you to do so in regard to specified Confidential Information, but only after immediately notifying the Company upon your initial receipt of any government request or of information about a potential order to be issued by the government so as to give the Company adequate opportunity to object to its disclosure.

c. **Copies:** Except as required to perform your services for the Company, you shall neither copy documents or data in any form, including, but not limited to, diskettes and electronic media, nor

create documents or files, containing Confidential Information

d. **Fiduciary Nature of Information Held by Employee:** You agree to hold Confidential Information in a special capacity based on trust and confidence ("fiduciary" capacity) for the benefit of the Company, and to disclose fully to the Company immediately upon origination or acquisition thereof, any revisions or additions to the Company's Confidential Information.

e. **Return of Confidential Information and Company Property:** After your services for the Company terminate or on the request of the Company, Employee shall promptly return to the Company all documents, records, notebooks, and other tangible embodiments of Confidential Information and other materials constituting Confidential Information or other property of the Company (regardless of the media in which such Confidential Information or Company property is stored), including copies thereof, then in your possession or under your control, whether prepared by you or by others. Any such Confidential Information that cannot be returned at such time shall be destroyed, which in the case of your personal systems or devices, including backup and restorative devices, that are not Company property being returned to the Company, means the deletion and destruction from such systems and devices. If at any time after your services for the Company terminate any additional Confidential Information or other Company property is discovered in your possession or control, you shall immediately return to the Company all such Confidential Information or other Company property, including all copies and portions thereof.

Covenants on Non-Competition and Relations with Clients and Personnel

a. **Separate Covenants:** In consideration for the Company's agreement to permit you to perform services for it under the terms of this Agreement, you acknowledges and agrees that in order to assure that you devote adequate time and attention to the Company while performing such services, and that during and after your services for the Company terminate, in order to adequately protect the Company's investment in its Confidential Information, and its relations and goodwill with its Active Clients and Prospective Clients and with its Active Personnel and Prospective Personnel, and to protect the Company from unfair competition in connection with the special, unique and/or extraordinary services you provide, it is necessary and desirable that there be separate covenants for exclusive services and not to compete, not to solicit or service certain Clients, and not to recruit or hire certain Personnel for limited duration and scope. you understand and agrees that the restrictions imposed in these covenants represent a fair balance of the Company's rights to protect its Business and Employee's right to pursue employment and/or self-employment.

b. **Exclusive Services and Non-Competition during Term of Services:** You shall at all times during the term of his employment devote his entire working time, attention, energies, efforts and skills to the business of the Company, and shall not, directly or indirectly, engage in any other business activity, whether or not for profit, gain or other pecuniary advantages, without the express written permission of the Company. During the term of employment and for a period of two (2) years after the termination of the services for the Company, you shall not, directly or indirectly, engage in any other business activity, whether or not for profit, gain or other pecuniary advantages, without the express written permission of the Company and shall not, without prior written permission of the Company, directly or indirectly, either as an officer, director, employee, agent, adviser, consultant, principal, stockholder, partner, owner or in any other capacity, on his

own behalf or otherwise, in any way engage in, represent, be connected with or have a financial interest in, any business which is, or to the best of his knowledge, is about to become, engaged in the same or substantially similar business lines as the Company or any of its affiliates or which otherwise competes with or is about to compete with the Company or any of its affiliates.

c. **Relationships with Clients and Personnel:** During the period that you performs services for the Company as an employee and for a period of two (2) years after your services for the Company terminate, Employee will not, either for Employee or on behalf of any other person or any entity, do any of the following:

i You shall not, directly or indirectly, for yourself or for any other person or entity (except for the Company/related entities), as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee or otherwise, (aa) recruit, solicit, encourage, hire, or retain, any Active Personnel, or Prospective Personnel, to leave his/her employment or consultancy at the Company/ related entities or to join Employee or any other person or entity as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee, or (bb) attempt to do or assist in doing any of the foregoing in (aa), except that as to Active Personnel this restriction in (i) shall apply only to such Active Personnel who were providing services to the Company/ its related entities or to any Active Customer through the Company/ related entities at any time within the six (6) month period prior to such recruitment, solicitation, encouragement, hiring, retention, or attempt or assistance to do so on your part.

ii You further agree that within or for your Restricted Territory, you shall not, directly or indirectly, for yourself for any other person or entity (except for the Company/related entities), as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee or otherwise, (aa) solicit, sell to, market to, assume account management or maintenance responsibility for, recruit for, or otherwise provide services to, any Active Customer or Prospective Customer of the Company, for the purpose of providing any services similar to or in competition with the Business engaged in by the Company/related entities, or (bb) attempt to do or assist in doing any of the foregoing in (aa), or (cc) influence or attempt to influence any Active Customer or Prospective Customer of the Company to alter, decrease or terminate its business relationship with the Company/related entities or divert business from the Company/related entities, or (dd) influence or attempt to influence any Personnel working for the Company/related entities to cease or decrease performing services through the Company/related entities for any Active Customer or Prospective Customer of the Company.

iii You agree that you will not directly or indirectly, for yourself or for any other person or entity, engage in any conduct that, under the laws of the countries where the Company/ related entities have a business presence and in which or for which you were providing services for the Company/related entities, would constitute and unfair trade practice, an unfair business practice, unfair competition, or tortuous conduct against the Company. The conduct prohibited by the previous sentence shall include, but not be limited to, business defamation and raiding or pirating of Personnel of the Company/related entities.

Intellectual Property Rights

You covenant and agree that the Company shall own the exclusive rights to all work product which Employee may conceive, create, design, discover, develop, or improve, either solely or jointly with any other person or persons, in the course of you performing services for the Company (the "Work Product"). The Work Product shall include, but not be limited to, all materials, visual works, ideas, programs, processes, articles, products, goods, and devices which are protectable by copyright, trade secret, trademark and/or patent law ("Intellectual Property") and were conceived, created, designed, discovered, developed, and/or improved by Employee. Employee hereby assigns to the Company all right, title and interest in and to such Work Product, including but not limited to, all Intellectual Property rights, copyrights, and moral rights and agree to take such actions and execute such documentation as may be required to evidence the Company's ownership of such rights in the Work Product and to permit the Company to register its Intellectual Property rights in such Work Product. All services provided by Employee shall be deemed "Works made for Hire" and any and all such rights in such Works made for Hire shall vest exclusively with the Company. For purposes of this Agreement, Work Product shall be deemed to have been created in the course of Employee's performance of services for the Company if the Work Product relates in any way to the Business of the Company and regardless of whether or not such Work Product was created at the Company's facilities and utilizing the Company's resources.

11. JURISDICTION

The terms hereof shall be subject to the laws of India and the courts in Bangalore shall have exclusive jurisdiction.

12. EMPLOYEE HAND BOOK

You shall undertake to read and understand the contents of Employee Hand Book and agree to abide by the guidelines mentioned there in.

Annexure 1

TOTAL REMUNERATION WORKSHEET

Your Compensation & Benefits Package (all figures in INR)

Salary components:	Annual
Basic:	300,000
House Rent Allowance:	120,000
Flexible Components:	293,970
Retirals:	
Company's Contribution to PF:	21,600
Company's Contribution to Gratuity:	14,430
Gross Salary + Retirals:	750,000
Performance Linked Variable Bonus Pay:	0
Cost To Company (CTC):	750,000

Annexure 1A

Key Information on your benefits:

Health Insurance Scheme

Brillio brings the benefit of health insurance cover to you, your spouse and dependent children under the company's Health Insurance Scheme.

Health insurance covers hospitalization due to illness, disease or injury and provides Income Protection for prolonged illness. You are expected to declare your dependents within 15 days of joining.

Additionally, Brillio provides a platform for you to gift an insurance plan for your parents and parents-in-law.

There is also an option available for you to enhance your own, spouse and dependent children insurance amount by opting for a top-up cover.

Life Insurance Scheme:

You will be covered under Life Insurance policy, the coverage being up to 3 times of your total Gross Salary per annum.

In addition, you will also be covered under the EDLI (Employee Deposit Linked Insurance) benefit of INR 7,01,000/-.

Personal Accident Insurance Scheme:

You will also be covered under the Personal Accident Insurance policy for a sum equivalent to 2 times of your CTC with 7 lacs as a minimum cover.

Leave Benefits:

Brillio provides a flexible paid time-off plan annually which includes earned leave of 18 days, Personal/sick leave of 12 days, marriage leave of 3 days, maternity leave of 26 weeks, paternity leave of 5 days and bereavement leave of 2 days.

Retirals:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and Brillio will contribute INR 1,800 per month towards Provident Fund, as per the provisions of the said Act. An equal amount will be contributed to the Fund by the employee, which will be deducted from the Monthly Gross salary of the employee.

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972. Gratuity is payable at the time of separation provided you complete 5 years of continuous service.

Flexible Components:

Brillio offers you the flexibility to design part of your compensation as per your lifestyle requirement which can be declared upon joining. These optional components may have an income tax exception as per the IT Act applicable. In case the flexible components are not

declared, the reminder amount would be automatically added to special allowance and taxed as per the applicable Income Tax regulations. The flexible components available are listed below for your quick reference.

Meal Card: You will be entitled for reimbursement of your food expenses up to a maximum limit of INR 2,200/- per month.

Leave Travel Allowance: You will be entitled to Leave Travel Allowance of 8.33% of your basic, which you can avail as per income tax regulations.

Telephone Reimbursement: You can opt for reimbursement of Telephone expenses up to a maximum of INR 2,000/- per month subject to provision of appropriate bills.

Books & Periodical Reimbursement: You can opt for reimbursement of technical/ functional books and periodicals upto INR 6000 per annum subject to submission of appropriate bills/ invoices

National Pension Scheme: Brillio offers an optional National Pension Scheme where in you can earmark 10% of Basic towards your retirement fund. You can opt for this under flexible component upon joining with a pre requisite of a PRAN number which can be created at eNPS website.

Increments and Promotions: Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Brillio's Compensation and Promotion Policy.

Relocation: In cases of relocation, Brillio reimburses for travel cost of yourself, the employee, spouse and dependent children as per the relocation policy (Air Economy class). Additionally, the transfer of personal effects are reimbursed to a maximum of INR 40,000 (Level 5 and above)/ INR 25,000 (Level 6 & 7) subject to bills.

Startup Accommodation: Brillio provides temporary accommodation of 14 days to yourself, spouse and children in the company guesthouse/ hotel as per availability. Please reach out to your HR/TA connect for further details.

Yours faithfully,

Brillio Technologies Pvt. Ltd.



Jayanth Selvappulai
Vice President

I, Muthulakshmi M, accept the above offer made by Brillio and agree to the terms and conditions of this offer and allied agreements.

Full Legal Name

Muthulakshmi M

Signature

Muthulakshmi M (Electronically Signed)

Date

08/03/2022

Signature Verification

938544 [August 3, 2022 09:27:36-0400]

93

21

Hewlett Packard Enterprise

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

15/07/2022

Raj Senthil S
India

Dear Raj Senthil S,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard India Software Operation Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 08/08/2022.

Your appointment at Hewlett Packard India Software Operation Pvt. Ltd. is on the following terms and conditions:

1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

Variable Pay Bonus (VPB)

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

1. Remuneration (Sales Employees only)

1.1. As a sales employee, you will participate in the Company's Global Sales Compensation Program ("Program") which aims at rewarding top performers who consistently meet business goals.

FOR Company

[Signature]

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22



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Under the Program, your total gross remuneration will consist of a base salary ("Base Salary") and a variable Target Incentive Amount ("TIA") which together form the On-Target Earnings ("OTE"). The TIA is calculated as a percentage of the OTE and the actual payout is linked to your achievement of performance targets for a prescribed period.

Based on your role, the components that make up your annual OTE are as below, with amounts towards the same mentioned in Annexure I

- (a) Basic Salary
- (b) TIA
- (c) OTE
- (d) Allowances and Benefits Plan

The respective percentages that your Base Salary and TIA make up in the OTE shall be set by the Company from time to time. You will be informed of the same via a separate sales compensation letter.

The Company reserves the right to adjust the respective percentages of the Base Salary and TIA depending on business exigencies. Such an adjustment does not amount to constructive dismissal.

1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. 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 to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. 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 as defined under Code on

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

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Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: Engineering
Job Family: SW Engineering(QA)
Job Code & Job Title (Internal): 00135K - SW Engr QA I
Job Level: Entry
Salary Grade: M17

2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, 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.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to-Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

FOR Company

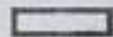
Saifesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: RAT SENTHIL S

Signature: S.Raj Senthil

Date: 27/7/22



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2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 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.

2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. 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 this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

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 termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

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Enterprise**

properties belonging to the Company which may 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

2.7 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.

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

- 1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/1/22



Hewlett Packard Enterprise

authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.

8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.

9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.

10) Minimum wages provisions would apply as applicable.

FOR Company

Suresh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

**Hewlett Packard
Enterprise**

Handwritten signature

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan
- c) ARCIPD

Annualized Compensation & Benefits Statement – Annexure I

All figures are INR per annum

(A) Basic Salary Rs 400,000.00
(B) Allowances and Benefits Plan Rs 532,760.00
IND - Provident Fund Rs 48,000.00
IND - Gratuity @ 4.81% of Basic Rs 19,240.00
IND - Differential Gratuity Plan Rs 0.00

Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.

Total Cost to Company 1,000,000.00

Private & Confidential

Date: 15/07/2022

Dear Raj Senthil S

As you have significant influence in your role as and based on your anticipated contributions to HPE, this Agreement is intended to provide you with an incentive to continue your employment for (No of Years) period ending (Ending Year)

Retention Bonus. Subject to the terms of this Agreement, you are eligible to receive a retention bonus ("Retention Bonus") equal to Rs (Retention Bonus) (Retention in Words) (before withholding of applicable taxes) after two years ending (Specific Year) subject to the terms and conditions set forth below. The Retention Bonus will not be considered compensation for purposes of any HPE compensation or benefit program.

Payment Conditions. Payment of the Retention Bonus is expressly contingent upon you remaining actively employed by the Company on a continuous, full-time basis through the close of business on the Earnings Date set forth above in either (1) your current position, or (2) a position that is directly and substantially related to the success of the business group as determined by the Company in its sole discretion (Collectively referred to as a "qualifying position"). Except as expressly provided herein, there shall be no interim earnings or prorated payment of a Retention Bonus.

Eligibility Requirements. You will be ineligible for the Retention Bonus if, prior to the Earnings dates any of the following occur: (1) you cease to remain actively employed on a full time basis in a qualifying

FOR Company

Handwritten signature
Sailesh A J Meneses
Senior Director – Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

Hewlett Packard Enterprise

position for any reason including, but not limited to, voluntary transfer within the Company, retirement, or voluntary termination; or (2) your employment is involuntarily terminated by the Company in accordance with its personnel policies and guidelines other than as part of a workforce management program; or (3) you are involuntarily transferred to a new position prior to the Earning Date for unsatisfactory performance as determined by the Company.

Provided you otherwise meet the eligibility criteria, you (or your beneficiary) will be eligible for a pro-rata portion of the Retention Bonus through the effective date of the transfer, termination, or loss of position qualification if: (1) your employment terminates as part of a workforce reduction program or (2) you are involuntarily transferred to a new position prior to the Earnings Date for reasons other than unsatisfactory performance; or (3) your employment terminates by reason of death or total and permanent disability. If you commence an unpaid leave of absence of a type for which the bonus must as a matter of law be prorated, then the retention Bonus will be prorated to reflect the period of absence. The time worked both before and after the lea

Annexure II

Allowances and Benefits Plan (ABP)

1.a. House Rent Allowance:

20% of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises

Supporting Documents: Lease Agreement

2. Leave Travel Concession (LTC will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2022 to 2025)

INR 24000 (per annum)

Supporting Documents- Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Broadband and Telephone Reimbursement - INR 24,000 per annum

Supporting Documents: As per program guidelines

4. Advance Bonus Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia

FOR Company

Sailesh A J Meneses
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

Hewlett Packard Enterprise

Flexible Allowances and Benefits Plan:


5. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) :
Maximum Limit (per annum) - Rs.2,400
Supporting Documents: Declaration*
 6. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)
Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration*
 7. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday): Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines
 8. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
 9. Additional House Rent Allowance - Additional HRA can be allocated up to 30% of Annual Basic
 10. Please refer to the detailed policy documents available in the India benefits portal.
- * Employees are liable to provide proof in the event of an evaluation by Income tax authorities

In addition, you will be recommended for a grant of restricted stock units estimated at US\$2,400.00 on the grant date, as determined by Hewlett Packard Enterprise. Your grant is subject to approval by HPE's HR & Compensation Committee, or its delegate, and your employment with HPE on the grant date. In general, the number of restricted stock units will be determined by dividing the estimated dollar amount of your grant by the closing price of our common stock on the date of grant and 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 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 and no earlier than your start date. The full terms and conditions of this grant will be provided to you when you receive your grant. Receiving a grant at any one time does not mean that you have any right to receive further grants in the future.

Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available

FOR Company


Suresh A. J. Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22



Hewlett Packard Enterprise

balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.
3. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
 - a) 25% of the annual kitty in Q1
 - b) 25% of the annual kitty in Q2 & balance of Q1, if any
 - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
 - d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March


Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
5. 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.
6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date. These documents will be verified with originals and hence, please make sure to bring the originals with you.

FOR Company



Salesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22


**Hewlett Packard
Enterprise**

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:
Original required for verification - Yes
No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:
Original required for verification - Yes
No of copies - Two

3. Salary details of previous Employment:
Original required for verification - Yes
No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:
Original required for verification - Yes
No of copies - Two


5. Copy of PAN card/Application ID for PAN card applied:
Original required for verification - No
No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:
Original required for verification - No
No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:
Original required for verification - No
No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license

FOR Company

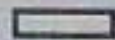

Sathesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22



Hewlett Packard Enterprise

or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity.

Original required for verification - N/A

No of copies - N/A

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

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 US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia

Azerbaijan

Belarus

Burma (Myanmar)

FOR Company

Sailesh A J Menezes


Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22


**Hewlett Packard
Enterprise**


Cambodia
Cuba
Georgia
Hong Kong
Iran
Iraq
Kazakhstan
Kyrgyzstan
Laos
Libya
Macao (Macau)
Moldova
Mongolia
North Korea (DPRK)
People's Republic of China (PRC)
Russia
Sudan (Khartoum)
Syria
Tajikistan
Turkmenistan
Ukraine
Ukraine (Crimea Region)
Uzbekistan
Venezuela
Vietnam
Yemen

**Agreement Regarding Confidential Information and Proprietary Developments
India**

Raj Senthil S

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise 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

FOR Company

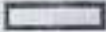

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil S

Date: 27/7/22


**Hewlett Packard
Enterprise**

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.

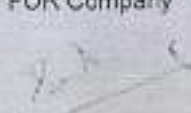
I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent 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

FOR Company


Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil S

Date: 27/7/22

**Hewlett Packard
Enterprise**

(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.

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. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

**Hewlett Packard
Enterprise**

Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and
- (c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

"Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/1/22

**Hewlett Packard
Enterprise**

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), 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. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **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, including but not limited to the Protective Covenants, 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.

11. **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.

12. **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.

FOR Company

Sailesh A J Menezes
Senior Director - Human Resources

FOR Employee

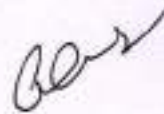
Name: RAJ SENTHIL S

Signature: S. Raj Senthil

Date: 27/7/22

Garrett Motion Engineering Solutions Pvt Ltd.
(Formerly known as Vocollect India Pvt. Ltd.)
CIN: U74210HR2010PTC040372
Plot No 4A, Ralsoni Industrial Estate
Near Hinjawadi Phase II, Village - Maan
Taluka - Mulshi, Pune - 411 057
Maharashtra, India

OFFER LETTER



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

July 14, 2022

Hemanth R
Madurai

Dear Hemanth,

Garrett Motion's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.


This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Garrett Motion wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviors: Be Growth and Business Oriented, Be Customer Centric, Learn and Innovate, Be Transparent and Take Ownership, Demonstrate Passion and Engagement, Act with Speed and Thoughtfulness, Have Courage and Resilience.

ACTIONS

- Please review the "Offer Details" below and sign by **July 15, 2022** indicating whether you accept the offer.
- After you accept the offer, start the Next Steps below.

Further to your recent interview interaction with Garrett Motion, we are delighted to extend this offer of employment to you. This offer is conditional on (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; (ii) successful completion and passing the pre-employment drug tests conducted by Garrett Motion or any company designated by Garrett Motion to conduct the same; (iii) the acceptance of the terms and conditions of your assignment as set forth below including the attachments that are incorporated by reference "offer" and (iv) your obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable. The term "Company" below shall refer to the hiring entity and the term "Garrett Motion" to its parent entity and/or Garrett Motion International Inc, its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

General Conditions

- Position** : **Engineer**
- Location** : Madurai, TamilNadu
- Band** : 3
- Date of Employment Commencement:** : August 1, 2022
- Supervisor** : You will report to Manager who will be assigned by Garrett Motion as your supervisor from time to time
- Total Fixed Cash Salary** : Your total fixed cash compensation is **INR 7,00,000/- PA** (Rupees Seven Lakhs only). Please see attached Salary Break up Sheet. 

Compensation Administration & Delivery

Your compensation will be reviewed in accordance with the review cycle determined by the company and shall be based on your job performance, business performance, Garrett Motion performance as well as market pay trend.

Benefits

Leave Policy: You will be eligible for leaves as specified in Company leave policies.

Group Health Insurance: You will be entitled to Company provided medical insurance based on the Company's current medical insurance scheme

Personal Accident /Term Insurance: You will be entitled to Company provided personal accident insurance and other insurance based on the Company's current insurance scheme.

Provident Fund or Similar Mandatory Schemes: You and the company shall make contributions in accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972.



95



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Garrett Motion Engineering Solutions Pvt Ltd.
(Formerly known as Vocollect India Pvt. Ltd.)
CIN: U74210HR2010PTCD40372
Plot No 4A, Raison Industrial Estate
Near Hinjawadi Phase II, Village - Maan
Taluka - Mulshi, Pune - 411 057
Maharashtra, India
Website: www.garrettmotion.com

LETTER OF APPOINTMENT

July 29, 2022

Bharathi G,
19, Bhagavathy Amman Kovil street,
Guzliamparal,
Dindigul - 624703.

Dear Bharathi,

Garrett Advancing Motion's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.

This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Garrett Advancing Motion wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviors: Be Growth and Business Oriented, Be Customer Centric, Learn and Innovate, Be Transparent and Take Ownership, Demonstrate Passion and Engagement, Act with Speed and Thoughtfulness, Have Courage and Resilience.

Further to your recent interview interaction with Garrett Advancing Motion, we are delighted to extend this offer of employment to you. This offer is conditional on (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; (ii) successful completion and passing of the pre-employment drug test and background verification conducted by Garrett Advancing Motion or any company designated by Garrett Advancing Motion to conduct the same; (iii) the acceptance of the terms and conditions of your assignment as set forth below including the attachments that are incorporated by reference "offer" and (iv) your obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable. The term "Company" below shall refer to the hiring entity and the term "Garrett Advancing Motion" to its parent entity and/or Garrett Advancing Motion International Inc, its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

DocuSigned by:

92558030579429
Garrett Motion Engineering Solutions Pvt. Ltd.
(Formerly known as Vocollect India Pvt. Ltd.)
CIN: U74210PN2010PTC199279
Registered office: Plot No. 4A, Raison Industrial Estate,
Village-Maan
Near Hinjawadi Phase II, Pune 411057, Maharashtra, India
www.garrettmotion.com

DocuSigned by:

92558030579429
Corporate Office: Ground Floor, 203/4A, 203/4B
1B, 203/4B 2B, 203/5, 203/6, 203/7 and 203/11
Theruperankundram Village,
Madurai - 625015, TamilNadu.

| garrettmotion



General Conditions

1. Position
2. BU/Department
3. Manager
4. Date of Employment Commencement
5. Band

Engineer

Information Technology

You will report to such Manager who will be assigned by Garrett Advancing Motion as your supervisor from time to time.

August 1,2022

3

B. Remuneration Package

6. Total Fixed Cash Compensation
7. Compensation Administration & Delivery

Your total fixed cash compensation is **INR 7,00,000 /- PA (Rupees Seven Lakhs only)**. Please see attached Salary Break Up Sheet for details.

Your compensation will be reviewed in accordance with the review cycle determined by the company and shall be based on your job performance, business performance, Garrett Advancing Motion performance as well as market pay trend.

C. Benefits

8. Leave Policy
9. Group Health Insurance

You will be eligible for leaves as specified in Company leave policies.

You will be entitled to Company provided medical insurance based on the Company's current medical insurance scheme



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Corporate Office: Ground Floor, 203/4A1, 203/4B
1B, 203/4B 2B, 203/5, 203/6, 203/7 and 203/11
Thiruparankundram Village,
Madurai - 625015, TamilNadu.

| [garrettmotion](http://garrettmotion.com)

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

DirectCore/RH11236584/309999/Bangalore/June/V0

PRIVATE AND CONFIDENTIAL

Praveen S
June 24, 2022

**A Government Aided Autonomous Institution Affiliated to Anna) C/o The
Madurai
India.**

Dear Praveen S,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer, in **Band 5 and Level 2** with our organisation. The gross compensation will be **INR 4,00,000/- (Four Lakhs rupees only)** per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

At Mphasis we believe we have a historic opportunity of building a global world class company. We also believe we are very unique in several ways - our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner the future growth of the Organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on June 28, 2022 at Bangalore. The reporting time is **9:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Contact us:

T: +91 080 6292 3000
E: +91 080 6495 1943
W: www.mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:

Bangalore World Technology Center
Marathahalli Outer Ring Road, Doddanahalli, 560 044, India.

CIN: L3007KA1992PLC025294

Abul Hassan Syed Mohammed
Jul 06, 2022

Dear Abul Hassan,

We are pleased to extend to you a position with **Tiger Analytics India Consulting Private Limited** (the Company) as **Analyst** within our Data Science team. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

1. Date of Commencement

Your commencement date will be Aug 01, 2022.

2. Place of Work

Your normal place of work is Chennai. You may be required to work at other locations approved by the Company from time to time.

3. Duties

Your duties will be as per our discussions during various conversations.

4. Time sheets

You are required to accurately complete and submit a weekly time sheet each Monday covering the prior week.

5. Salary

For the first year, the detailed breakdown of your salary expressed as total cost to the Company is attached. Your salary will be reviewed, considering your performance, annually in accordance with the Company salary review timetables.

6. Provident Fund

There is an employee provident fund plan. The employee and company contributions to the provident fund are deducted from the above-mentioned CTC (indicated in line item #5).

7. Health Insurance

The company provides health insurance to the employee and their immediate dependents (spouse and two children). Additional insurance can be purchased for dependent parents.



8. Leave Entitlements

You are entitled to 21 days of paid leave per year. Leave would be accrued at a rate of 1.75 days per month. Any leave accrued above 30 days would lapse, i.e., you cannot have more than 30 days of leave at any point.

Maximum leave request can be for a period of 15 calendar days at a stretch. Request for leaves beyond 15 calendar days will need special approval. You are requested to give at least one month's notice of taking paid leave so as to fit in with other staff and client deadlines. The Company may request for annual leave be taken on different dates, although every effort will be made to comply with the requested dates.

Leave cannot be encashed except when you choose to leave the company. During separation from the company, the Basic component of the salary for the leave balance will be paid during the full and final settlement. Leave is not approved during the notice period.

Other special leave entitlements will be granted in line with local legislative requirements and Company policy.

9. Safety

The Company is committed to providing a safe working environment for all employees and therefore required to abide by all safety rules and procedures operating within the Company.

10. Conduct

You will be expected to dress appropriately for a business setting. Behavior unbecoming of a business environment (as perceived the Company) will not be tolerated and might lead to termination of employment.

11. Confidentiality

During your employment with the Company, you will make use of Confidential Information in carrying out your duties. Without limitation, "Confidential Information" includes:

1. Information relating to the goods and services and proprietary techniques provided by the Company and clients of the Company
2. All information concerning the business, its methods of operation, marketing and other activities
3. All databases, lists compiled by the company, client proposals, reports, software, algorithms, and computer programs
4. Competitive and financial information concerning the business, which is not in the public domain
5. Information concerning the business of the Company's clients

You must not, whether during employment or after termination of your employment with the Company, without written authority, divulge 'Confidential Information' to anyone other than an employee authorized to receive the information, or use such information for your own personal gain.

You will be required to sign additional confidentiality agreements in line with your role in the company.



12. Inventions and Copyright

You assign to the Company your entire right, title and interest in and to any copyright and any industrial or intellectual property rights in any and all works, designs, computer programs, inventions, processes, concepts, strategies, plans and lists (Confidential Property) which (either solely or jointly with others) you have developed or may develop during and/or as a result of your employment with the Company.

You also agree promptly to disclose to the Company or to its attorneys any and all such Confidential Property developed by you and agree to execute upon demand, at the expense of the Company, all documents which may be desirable to secure to the Company the best copyright, patent or other protection in India and elsewhere and/or rights relating to such Confidential Property.

13. Termination of Employment

Your employment with the Company will terminate:

- a. By either party giving two months written notice to the other. The Company may, at its discretion, choose to pay your salary in lieu of such notice. Alternatively, the Company may require that you do not attend the workplace during the notice period.
- b. Notwithstanding any provision to the contrary herein contained, the Company may at any time terminate this Agreement and dismiss you summarily without notice or payment in lieu of notice in the event you:
 - i. Willfully disobey a lawful and reasonable order of the Company
 - ii. Act (in the opinion of the Company) in serious. Willful or persistent breach of your responsibilities herein set out
 - iii. Are guilty of fraud, dishonesty or any criminal act as the Company has a zero-tolerance attitude towards fraud
 - iv. Are habitually late or are absent from the office without reasonable cause
 - v. Have acted in such manner as shall in the reasonable opinion of the Company be prejudicial to the interests of the Company
 - vi. Are engaged in other employment or are involved in any trade, business or occupation which has not been disclosed to and approved by the Company
 - vii. Will be absent from employment without reasonable cause or permission of the Company
 - viii. Become of unsound mind or become a person subject to any order of supervision under any applicable law relating to mental health
 - ix. Will act in such manner as to entitle the Company to terminate this Agreement without notice at common law.

The provisions of this contract of employment relating to Confidential Information and Confidential Property shall remain in full force and effect notwithstanding termination of this contract of employment.



14. Following Termination of Employment

14.1 Confidentiality

You agree that upon termination of your employment with the Company you shall return to the Company:

- a. All documents and any other materials constituting or containing Confidential Property or Confidential Information including, without limitation, customers or contacts, correspondence and other written material relating to Confidential Information or Confidential Property and that you will not retain any such documents or material or copies of such documents or material
- b. Company mobile phone, blackberry, or other electronic telecommunications devices that the company has issued to you. The telephone number of the company owned telecommunications devices will remain property of the company
- c. And other property of the Company including, without limitation, security access cards, credit cards, computers and computer software (which must be deleted immediately from any storage device owned by you).

The Company shall not be obliged to pay to you any amount due to you on termination of your employment until it is satisfied that you have complied with this Clause 14.1

14.2 Clients – non-rendering of services to clients

You also agree that you will not, during your employment with the Company or Group and for a period of twelve months after termination, contact, or assist anyone else to contact, any Client of the Company with a view to obtaining business from those Clients; or to persuade those Clients to cease to do business with the Company or to reduce the amount of business which any such Clients has customarily done or is reasonable expected to do with the Company.

The definition of Client includes any prospective client to whom you or the Company has made a formal presentation at any time during the twelve months immediately preceding termination.

You also agree that, if such clients approach you in that period, you will inform them of this agreement and refer them to the appropriate person at the Company.

14.3 Staff – non-hire of staff

You also agree that, for six months following termination of your employment with the Company, you will not hire or encourage a third party to hire any member of staff of the Company.

15. Invalidity

In any terms of provisions in this agreement shall be held illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this agreement but the enforceability of the remainder of this agreement shall not be affected.

TIGER ANALYTICS INDIA CONSULTING PVT LTD

{CIN: U74999TR2021FC146673}

RM2 Millenia Business Park-2, Campus- S(2nd Floor) No. 143, Kandanachavadi,
MGR Road, Perungudi, Chennai 600096. www.tigeranalytics.com



16. Variation

The terms of this contract of employment may be varied by the Company from time to time. You will be notified of any variations.

17. Adherence to Company Policies

When you join the Company, it will also be a condition of employment that you review and adhere to company policies which you will be notified of subsequently. You agree to adhere to the Company's project financing contracts (e.g. BOT) with the clients.

18. Retirement Age

You will retire from the services of the Company on the last working day of the month in which you attain the age of 60.

19. Governing Laws and Jurisdiction

This contract will be governed by the law in force in Chennai, India

20. Personal Information and Consent

By accepting this offer, you are giving your implicit consent to Tiger Analytics India Consulting Private Limited to collect and use your personal information for business purposes. Your personal information may be shared with the Clients and prospective Clients of Tiger Analytics India Consulting Private Limited as a part of selection or onboarding process to work in projects. Tiger Analytics India Consulting Private Limited will also share your personal information with a third party for carrying out the background verification as required. Tiger Analytics India Consulting Private Limited will store your employment, financial and personal information during the period of employment and for Data Retention Period after your separation, as per the data retention policy to comply with statutory requirements.

21. Acceptance

Please sign and return the duplicate copy of this letter signifying your acceptance of the appointment and the conditions of service specified in this letter.

We are pleased to welcome you to the Company. If the preceding terms and conditions of your employment with the Company are acceptable to you, please indicate your acceptance by initialing each page and signing the last page of the attached copy and returning it to me.

Regards

G. Pradeep Kumar

Pradeep Gulipalli

General Manager

Tiger Analytics India Consulting Private Limited

TIGER ANALYTICS INDIA CONSULTING PVT LTD.

{CIN: U74999TN2021FTC146673}

R012 Millennia Business Park-2, Campus 5(2nd Floor) No. 143, Kandanchavadi,
MGR Road, Perungudi, Chennai 600096. www.tigeranalytics.com



Acknowledgement

I, the employee, acknowledge and understand the terms and conditions contained in this agreement, and I was given a copy of the intended agreement and given a reasonable opportunity to seek independent advice before I entered into it. I was not induced to enter into this agreement by any oppressive means, undue influence or duress by the Company.

Name : _____

Signature : _____

Date : _____

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MGR Road, Perungudi, Chennai 600096. www.tigeranalytics.com

TIGER ANALYTICS

ADDENDUM

Name : Abul Hassan Syed Mohammed
Designation : Analyst - Data Science
Date of Joining : Aug 01, 2022
Date of Offer : Jul 06, 2022



<u>Salary Breakup¹</u>	<u>Annual (INR)</u>
Basic ²	2,72,727
Flexi Benefits ³	1,17,000
HRA	1,36,363
Special Allowance	1,23,000
Performance Incentive ⁴	68,183
Employer PF Contribution	32,727
Total Salary	7,50,000
Joining bonus ⁵	1,00,000
Other Benefits	
Group Health Insurance ⁶	8,00,000
Group Accident Cover	25,00,000

1 The salary breakup might be revised in the future depending on company policy

2 Employee's contribution to PF, 12% of Basic, will be deducted from the Basic

3 Flexi benefits include some tax-free components (Telephone/Wifi, Meal Vouchers, LTA) that you can opt for. Alternatively, you can get this amount as taxable salary.

4 Instead of a variable performance-based annual bonus, we credit the full amount as a fixed salary expecting high performance.

5 This is a one-time amount paid after you complete 6 months in the company along with your sixth month payroll. This will need to be returned if you choose to leave the company or if the company terminates you from your position with cause, within 24 months of your start date.

6 The company pays for the health insurance premium for self, spouse and 3 children for a coverage of Rs 8,00,000 as a floater policy with option to buy top-ups. Additionally, parental insurance can be purchased at the time of joining.

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MGR Road, Perungudi, Chennai 600096. www.tigeranalytics.com



APPOINTMENT LETTER

February 2, 2022

Dear Manju ..

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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th 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 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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: ppolicyclearinghouse@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 ppolicyclearinghouse@wipro.com.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III**SALARY OFFER SHEET**

Name: Manju .

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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

(99)

Deloitte.

97

Deloitte Consulting India Private Limited
 Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,
 Bellandur Village, Varthur Hobli, Bengaluru South Taluk,
 Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
 www.deloitte.com

Dec 3, 2022

Mr. Naeshanithish A
 4/164, Pulliyankaadu, T. Nagapalayam, Thidumal(po), P. Velur(tk),
 Namakkal, 637204
 India

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

Subject: Offer of Employment

Dear Naeshanithish A:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 16, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **January 16, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 16, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

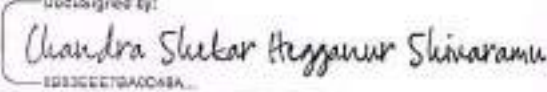
This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Naeshanithish, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

By: ED33CEET9A000A8A...
Signature

Authorized Signatory

Acceptance

I, Naeshanithish, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date

Annexure A

Mr. Naeshanithiah A

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year end paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee Level - Analyst	^{1a} Communication Expenses	^{1b} Fuel Expenses
	Only one Post paid mobile, one Land Phone and One Internet connection bill(s) can be claimed.	Petrol / Driver / Insurance / Repairs & Maintenance
	Rs./₹3,000/- per month	Rs./₹7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the "Deloitte USI Employees Welfare Trust" and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to Income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



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

November 26, 2021

Malini Devi
5/244, VOC Steet, Achampathu, Madurai - 625019

Dear Malini,

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 **Quality and Automation 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 **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Sumathy Ramkumar**. 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 606,675** (Six Lakhs Six Thousand Six 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



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.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(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 4, 2022** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Quality and Automation Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 3, 2022 to June 30, 2022 (Internship)** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 11, 2021** and Internship Agreement dated **December 13, 2021**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have 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
- (g) You have agreed to and passed 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 authorize 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.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and 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
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed: 

Name: Malini Devi J S

Date: 21/12/2021



Handwritten signature

COMCAST INDIA OFFER		
Name	Malini Devi	
Comcast Title	Quality and Automation Engineer 1	
Department	Reliability Engineering	
Hiring Manager	Sumathy Ramkumar	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	25,278	303,338
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	12,639	151,669
Leave Travel Allowance *	2,107	25,278
Special Allowance	10,533	126,391
Total Fixed Pay	50,556	606,675
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	30,334
Total Cash	50,556	637,009
Provident Fund **	3,033	36,401
Telephone Reimbursement	1,000	12,000
Gratuity***	-	14,591
Cost to Company	54,590	700,000

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).

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Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015 99

Selvakumar E,
Chennai

Dec 20, 2021

Tel: 91 9677209561
Email: selvakumar16197@gmail.com

Dear Selvakumar,

We are pleased to confirm the highlights of our employment offer to you. Please call me immediately at +91-44- 7154 9655, if you have any questions regarding this offer. This offer is open for your consideration until close of business on **Dec 24, 2021**.

Your position will be **Engineer I – Physical Design** reporting to the **Manager – CAD Design Implem – Chennai - 2471**. You will be a fulltime employee of Microchip Technology (India) Pvt. Ltd., Chennai.

Your Total “Cost-to-Company” (CTC) (Total Annual Gross plus Retirals, Benefits, Incentives and Perquisites) will be **Rs.10,00,000 (Rupees Ten Lakhs Only)** per annum.

The detailed breakup for all components of the salary is attached along with the offer letter. Your performance and compensation will be reviewed periodically, and you will be eligible for salary adjustments in the future based upon these performance reviews.

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of Management. During the period of probation, the appointment can be terminated either by the company or by yourself by giving 1 month written notice. On completion of this probation period of 6 months, you will be deemed to be confirmed in the services of the Company, unless otherwise intimated in writing.

After confirmation, in case you wish to resign from the services of the company, the notice period is two months; any short notices will have to be paid by you to the company, during final settlement.

Microchip Technology (India) Private Ltd.,
CIN: U72200KA2000PTC026229
Plot no. 149-B, EPIP 1st Phase Industrial Area
Whitefield, Bangalore – 560066
Tel: +91-80-30904444 / Fax: +91-80-30904080
Web: www.microchip.com

Microchip Technology (India) Private Ltd.,
Survey No. 410/1B (Old Survey No. 410/1A)
Semmancheri Village, Nukkampalayam Link Road
Chennai-119.
Land Line: +91-44-6143-4400 / +91-44-6143-4401
Web: www.microchip.com



Incentive - You are eligible to participate in the Company's discretionary incentive compensation program(s) mentioned below. As the name implies, the purpose of these programs is to give all employees a personal incentive to work diligently in performing their functions as a team member of the Company. The Company's success depends, in large part, on the hard work of our employees; when our employees collectively work hard to make the Company successful, the Company wants those employees to personally share in its economic success.

1. Microchip's Employee Cash Bonus Plan (ECBP), which is a discretionary incentive program based on the Company's profitability and growth. The target for ECBP is up to 3.85% of your annual base salary payable quarterly (e.g. hourly rate * 20 hours = target). The actual amount may vary depending on the discretion of the Company, taking into account your performance and the Company's profitability.

All payments under the plans are in the discretion of the Company and are not included in calculations for benefits upon termination of employment or other relevant entitlements. To be eligible for any incentive compensation you must meet all applicable terms and conditions, including but not limited to the following and others as may be communicated to you from time to time:

- Be an employee by the prescribed start date of the beginning of the quarter and remain an employee through the date the bonus is paid (it is not sufficient to be employed on the last day of that quarter and then leave the Company's employment before the bonus is paid out).
- Be an active contributor to the Company's success during the quarter as determined by the Company; in particular, you must have actually worked for at least 51% of the quarter. An employee who takes a leave of absence during a quarter and, consequently, actually works less than 51% of the quarter is not eligible for that quarter's bonus. Because our incentive bonus plan is intended to reward your contribution to the Company's success, employees who actually work more than 51%, but less than 75%, of the quarter will have their bonuses prorated to 63% of the bonus paid to employees who worked 75% (or more) of the quarter.
- Be a fully contributing performer in your role towards Microchip's success throughout the quarter: However, in cases where management have identified specific performance issues, either on an individual basis or group (BU) basis, then the Company reserves the right to apply an IPF (Individual Performance Factor) or BPF (Business Performance Factor), which will result in a reduction in the standard bonus that is being paid out for the quarter. The IPF/BPF factor is calculated in the form of a percentage.

Microchip Technology (India) Private Ltd.,
CIN: U72200KA2000PTC028229
Plot no.149-B, EPIP 1st Phase Industrial Area
Whitefield, Bangalore - 560066
Tel: +91-80-30904444 / Fax: +91-80-30604080
Web: www.microchip.com

Microchip Technology (India) Private Ltd.,
Survey No.410/1B (Old Survey No. 410/1A)
Semmancheri Village, Nukkampalayam Link Road
Chennai-119.
Land Line: +91-44-6143-4400 / +91-44-6143-4401
Web: www.microchip.com



For example, a 75% IPF/BPF would result in the quarterly bonus payment being reduced to 75% of the actual payout for the quarter. This process may also be repeated during subsequent quarters, if performance continues to remain below stated expectations, with modifications being applied to the level of reduction as appropriate.

- Be a positive contributor to the Company's success; in particular, employees who have been on a Performance Improvement Plan (PIP) or Attendance Notice II (ANII) anytime during the quarter or as of the payout date are not eligible to receive incentive compensation for that period.

You are personally responsible for all taxation associated with this remuneration package.

You will also be eligible to participate in Microchip Technology (India) Pvt. Ltd.'s employee group benefit program. All of these benefits and enrollment periods will be explained to you after your joining the Company.

Selvakumar, the above summarizes the highlights of our employment offer. We feel you will make a vital difference in the overall success of our business and look forward to you joining the Microchip team.

Sincerely,

For Microchip Technology (India) Pvt. Ltd.

Sam Wilson
Supervisor – Human Resources

Microchip Technology (India) Private Ltd.,
CIN: U72200KA2000PTC026229
Plot no. 149-B, EPIP 1st Phase Industrial Area
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Survey No. 410/1B (Old Survey No. 410/1A)
Semmancheri Village, Nukkampalayam Link Road
Chennai-119.
Land Line: +91-44-6143-4400 / +91-44-6143-4401
Web: www.microchip.com



Appendix 1

**UNDERTAKING WITH RESPECT TO
CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT**

THIS UNDERTAKING is made as of this ___ day of _____, by _____.

WHEREAS, I have entered into employment with Microchip Technology Inc. and/or any of its subsidiaries (the "Company") as of the date hereof;

NOW, THEREFORE, in consideration of my employment with the Company or its successor or assigns and the payment made to me by the Company, I hereby agree as follows:

1. **Confidential Information.**

- (a) **Company Information.** I agree at all times during the term of my employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company, any Confidential Information of the Company. I understand that "Confidential Information" means any Company proprietary information, technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including, but not limited to, customers of the Company on whom I called or with whom I became acquainted during the term of my employment), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances or other business information. I further understand that Confidential Information does not include any of the foregoing items, which has become publicly known and made generally available through no wrongful act of mine or of others who were under confidentially obligations as to the item or items involved.
- (b) **Former Employer Information.** I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and that I will not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.
- (c) **Third Party Information.** I recognize that the Company has received and in the future will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for



certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it unless that it is necessary to carry out my work for the Company consistent with the Company's agreement with such third party.

2. **Inventions.**

- (a) **Inventions Retained and Licensed.** I have made a statement to the Company regarding and attached hereto, as Exhibit A, a list describing, all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "Prior Inventions") that belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder; or, if no statement is made or no such list is attached, it represents that there are no such Prior Inventions.

If in the course of my employment with the company, I incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

- (b) **Assignment of Inventions.** If in the course of my employment with the company, the Company has ownership and is entitled to apply for patent in respect of all inventions, original works of authorship, developments, improvements, and trade secrets made as to finish the work assigned by the Company or made by utilizing the material and technology of the Company (collectively referred to as "Invention for Hire"). The Invention for Hire mainly falls under:
- i. invention made in the regular work;
 - ii. invention made in the task assigned by the Company other than the regular work;
 - iii. invention made by using the Company's material and technology.

The material and the technology of the Company referred to in the above shall mean such of the Company as the capital, equipment, the spare parts, the raw materials or any other technology data undisclosed to the public.

I agree that I will promptly make full written disclosure to the Company all data related to the Non-Service Invention which I may solely or jointly conceive or develop or reduce to practice, and will hold in trust for the sole right and benefit of the Company.



I hereby assign to the Company or its designee, all title and any other right and interest in and to any and all Not-for-Hire Inventions as mentioned in the above. The Not-for-Hire Invention shall refer to any or all original work recording the invention, development, concept, improvements and trade secret, whether or not patentable or registerable under copyright or similar laws.

- (c) Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the term of my employment with the Company. The records will be available to and remain the sole property of the Company at all times.
- (d) Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents or other intellectual property rights relating thereto in any and all countries, including the Disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, assignments and all other instruments which the company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue after the termination of the Undertaking.

If the Company is unable because of my mental or physical incapacity or for any other reason to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

3. Returning Company Documents.

I agree that, at the time of leaving the employ of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by my pursuant to my employment with the Company



or otherwise belonging to the Company, its successors or assigns. In the event of the termination of my employment, I agree to return to the Company everything that belongs to or shall be returned to the Company

4. Notification of New Employer.

In the event that I leave the employment of the Company, I hereby promise to inform my new employer and grant consent to notification by the Company to my new employer about my rights and obligations under this Undertaking.

5. Solicitation of Employees.

I agree that for a period of twelve (12) months immediately following the termination of my relationship with the Company for any reason, whether with or without cause, I shall not either directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of the Company, either for myself or for any other person or entity.

6. Conflict of Interest Guideline.

I agree to diligently adhere to the Conflict of Interest Guidelines attached as Exhibit B hereto.

7. Representations.

I agree to execute any proper agreement or verify any proper document required to carry out the terms of this Undertaking. I represent that my performance of all the term of this Undertaking will not breach any agreement to keep in confidence or in trust proprietary information acquired by me prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

8. General Provisions.

This Undertaking shall constitute an indispensable part of the employment agreement entered into by the Company and the Employee.

Print Name of Employee: _____

Signature of Employee: _____



EXHIBIT A

LIST OF PRIOR INVENTIONS

Date	Title	Identifying Number or Brief Description
------	-------	-----------------------------------------

Print Name of Employee: _____

Signature of Employee: _____

Date: _____



EXHIBIT B

CONFLICT OF INTEREST GUIDELINES

It is the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, all officers, employees and independent contractors must avoid activities which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations which must be avoided. Any exceptions must be reported to the President and written approval for continuation must be obtained.

1. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain or intention to cause harm to the Company. (The Employment, Confidential Information and Invention Assignment elaborate on this principle and is a binding agreement.)
2. Accepting or offering substantial gifts, excessive entertainment, favors or payments which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
3. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
4. Initiating or approving personnel actions affecting reward or punishment of employees or applicants where there is a family relationship or is or appears to be a personal or social involvements.
5. Initiating or approving any form of personal or social harassment of employees.
6. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence a decision or course of action of the Company in any manner.
7. Borrowing from or lending to employees, customers or suppliers.
8. Acquiring real estate of interest to the Company.



9. Improperly using or disclosing to the company any proprietary information or trade secrets of any former of concurrent employer or other person or entity with whom obligations of confidentiality exist.
10. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
11. Making any unlawful agreement with distributors with respect to prices.
12. Improperly using or authorizing the use of any inventions which are the subject of patent claims of any other person or entity.
13. Engaging in any conduct which is not in the best interest of the Company.

I fully understand and acknowledge that each officer, employee and independent contractor must take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy may result in discharge without warning.

Print Name of Employee: _____

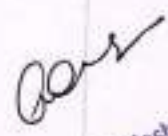
Signature of Employee: _____

(102)

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Garrett Motion Engineering Solutions Pvt Ltd.
(Formerly known as Vocollect India Pvt. Ltd.)
CIN: U74210HR2010PTC040372
Plot No 4A, Raison Industrial Estate
Near Hinjawadi Phase II, Village - Maan
Taluka - Mulshi, Pune - 411 057
Maharashtra, India

OFFER LETTER



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

July 14, 2022

Vishnupriya B
Madurai

Dear Vishnupriya,

Garrett Motion's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.

This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Garrett Motion wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviors: Be Growth and Business Oriented, Be Customer Centric, Learn and Innovate, Be Transparent and Take Ownership, Demonstrate Passion and Engagement, Act with Speed and Thoughtfulness, Have Courage and Resilience.

ACTIONS

- Please review the "Offer Details" below and sign by **July 15, 2022** indicating whether you accept the offer.
- After you accept the offer, start the Next Steps below.


Further to your recent interview interaction with Garrett Motion, we are delighted to extend this offer of employment to you. This offer is conditional on (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; (ii) successful completion and passing the pre-employment drug tests conducted by Garrett Motion or any company designated by Garrett Motion to conduct the same; (iii) the acceptance of the terms and conditions of your assignment as set forth below including the attachments that are incorporated by reference "offer" and (iv) your obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable. The term "Company" below shall refer to the hiring entity and the term "Garrett Motion" to its parent entity and/or Garrett Motion International Inc, its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

General Conditions

Position : Engineer
Location : Madurai, TamilNadu
Band : 3
Date of Employment Commencement: : August 1, 2022

Supervisor : You will report to Manager who will be assigned by Garrett Motion as your supervisor from time to time

Total Fixed Cash Salary : Your total fixed cash compensation is **INR 7,00,000/- PA (Rupees Seven Lakhs only)**.
Please see attached Salary Break up Sheet.



Compensation Administration & Delivery

Your compensation will be reviewed in accordance with the review cycle determined by the company and shall be based on your job performance, business performance, Garrett Motion performance as well as market pay trend.

Benefits

Leave Policy: You will be eligible for leaves as specified in Company leave policies.

Group Health Insurance: You will be entitled to Company provided medical insurance based on the Company's current medical insurance scheme

Personal Accident /Term Insurance: You will be entitled to Company provided personal accident insurance and other insurance based on the Company's current insurance scheme.

Provident Fund or Similar Mandatory Schemes: You and the company shall make contributions in accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972.

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To
S R Heenkashi Sundaram
(Code:)

Provisional Offer Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate Engineer**. Your services are being deputed to **CATERPILLAR INDIA ENGINEERING SOLUTIONS PRIVATE LIMITED** on the following terms and conditions:

- Your employment will be valid from **25/07/2022**
- Your Salary CTC will be INR 716,280.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medidaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

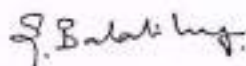
The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

You shall report for work on **25/07/2022** .In case you fail to join the company by the scheduled date,you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1(one) months Gross salary to the Company.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



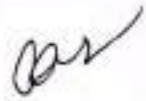
Authorized Signatory
Balakrishnan S
Head - HRSSC

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date :21/06/2022

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

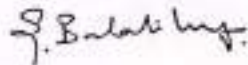

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	23,876.00	286,512.00
House Rent Allowance	11,938.00	143,256.00
Statutory Bonus	1,989.00	23,868.00
Other Allowance	11,707.00	140,484.00
Telephone Reimbursement	2,388.00	28,656.00
Leave Travel Allowance	1,990.00	23,880.00
Vehicle Reimbursement	2,400.00	28,800.00
Gross Salary	56,288.00	675,456.00
Employer's Contribution to EPF	2,865.00	34,380.00
Insurance	537.00	6,444.00
CTC (Cost to the company)	59,690.00	716,280.00
Employee's Contribution to EPF	2,865.00	34,380.00
Total Deduction	2,865.00	34,380.00
Net take home = (Gross salary- Total deduction)	53,423.00	641,076.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

undefinedundefined



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

November 26, 2021

Rajesh
19 B, West Street, Andipatti, Palani(TK), Dindigul(DT) - 624621

Dear Rajesh,

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 **Security 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 **Security Engineer 1** with Comcast India and you will be required to report to **Balaji Nadar**. 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 562,586** (Five Lakhs Sixty Two Thousand Five Hundred and Eighty Six 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



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.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(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 4, 2022** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Security Engineer I** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 3, 2022 to June 30, 2022 (Internship)** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 11, 2021** and Internship Agreement dated **December 13, 2021**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have 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
- (g) You have agreed to and passed 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 authorize 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.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and 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
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name : Rajesh D
Date : 21- 12- 2021



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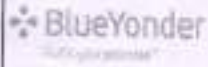
COMCAST INDIA OFFER		
Name	Rajesh	
Comcast Title	Security Engineer 1	
Department	Cyber Security	
Hiring Manager	Balaji Nadar	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	23,441	281,293
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	11,721	140,647
Leave Travel Allowance *	1,953	23,441
Special Allowance	9,767	117,205
Total Fixed Pay	46,882	562,586
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	28,129
Total Cash	46,882	590,715
Provident Fund **	2,813	33,755
Telephone Reimbursement	1,000	12,000
Gratuity***	-	13,530
Cost to Company	50,695	650,001

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).

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Car



Blue Yonder India Private Limited
Tower A, Mantri Commercial,
Outer Ring Road, Bellandur
Bangalore

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

PAYSLIP FOR THE MONTH OF JULY 2022

Emp Code	1032522	Emp Name	Aravindha Kumar T		
Department	Cloud Services - HCM	Cool Center	142500	PF No.	PY/KRP/0035635/00/00 15872
Location	Bangalore	Designation	Associate Support Engineer	ESI No.	
Date of Birth	08-07-2001	Bank A/c No	39520257286	Pan No.	DREPA3826E
Date of Joining	11-07-2022	Gender	M	EPS No.	
UAN	101848112820				

Regime Type New Regime

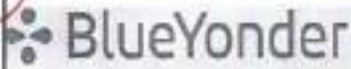
Earnings	Amount	YTD	Deductions	Amount	YTD
BASIC	17,387.00	17,387.00	Provident Fund	2,086.00	2,086.00
House Rent Allowance	6,954.00	6,954.00	Professional Tax	200.00	200.00
Flexi Plan	17,040.00	17,040.00	Income Tax	1,264.00	1,264.00
Total Earnings	41,381.00	41,381.00	Total Deductions	3,550.00	3,550.00

Net Pay : Rs. 37,831.00

In Words Rupees Thirty Seven Thousand Eight Hundred and Thirty One Only.

Bank Name	Branch Description

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Associate Personal Information

*Please fill in all data using BLOCK Letters

The Excel has Macro script, please do not try to modify the content/formet
Please open the file in an independent excel window (do not open with other excel file)

AD
(to be filled by Associate Success Team)

Personal Information

Please Note: Your email id will be generated based on the first name and last name provided in the joining form.

First Name*	ARVINDHAR
Middle Name	
Last Name*	THANUMOORTHY
Preferred Name *	ARVINDHAR
Joining Date (DD/MM/YYYY)*	11/07/2022
Employment Type*	FULL TIME EMPLOYEE
Blood Group*	A1B+
Date of Birth* (DD/MM/YYYY)	26/07/1981
Place of Birth* (State and City/Town)	TAMILNADU, MADURAI
Gender*	MALE
Marital Status*	SINGLE
Nationality*	INDIAN
Citizenship	YES
If Yes, Please Specify*	INDIAN



Address Details

Click Here, if Current Address & Permanent Address are Same

Click Here, to Edit & Clear Permanent Address

Current Address	
House, Flat #	30A
House/Apartment Name	
Street, Road	BAJAJ MARG, CHAMPAKOTTA
City	MADRAS
State	TAMILNADU
Pincode	622018
Telephone Number	
Mobile No.	985039222
Email ID*	arvindhatharan2001@gmail.com

Permanent Address	
House, Flat #	104
House/Apartment Name	
Street, Road	BAJAJ MARG, CHAMPAKOTTA
City	MADRAS
State	TAMILNADU
Pincode	622018
Telephone Number	
Mobile No.	985039222
Email ID*	arvindhatharan2001@gmail.com

Emergency Contact 1	
Name	
Mobile No.	

Emergency Contact 2	
Name	
Mobile No.	

PAN Details


PAN No.	29RANR42
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I confirm that the information provided above and on Workday is true and accurate to the best of my knowledge and I understand that any misrepresentation of information on this application form may result in action based on company policy.

Date		Signature	
------	--	-----------	--

Apr 15, 2022

FORM 'Q'
(See Rule 24 (9A))

1	Name and Address of the Establishment	M/s. Blue Yonder India Private Limited, Registered Office: Tower A, Mantri Commercio, Outer Ring Road, Bellandur, Bengaluru - 560103. Hyderabad Office: 14, 15 & 16th Floors, Unit 3, Parcel 4, Octave Block, Salarpuria Sattva Knowledge City, Hyderabad - 500032.
2	Name and Address of the Employer	M/s. Blue Yonder India Private Limited, Registered Office: Tower A, Mantri Commercio, Outer Ring Road, Bellandur, Bengaluru - 560103.
3	Name of the Employee	ARAVINDHA KUMAR T
4	His / Her Postal Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019
5	His / Her Permanent Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019
6	Father's / Husband's Name	THANUMOORTHIM
7	Date of Birth	19970801
8	Date of His / Her entry in to employment	11/07/2022
9	Designation	ASSOCIATE SUPPORT ENGINEER
10	Nature of work entrusted to him	
11	His / Her serial number in the Register of Employment (Muster Roll) (Emp id)	1032503
12	Rates of wages payable to him / her	
	i) Basic per month	
	ii) PF per month	
	iii) HRA per month	
	iv) Special Allowances per month	
	Total per month	
	Annual Salary	
	Annual Profit Sharing/Bonus Amount	
Place : MADURAI Date : Apr 15, 2022  Acknowledgement by employee with date and Signature <div style="text-align: right;"> Signature of the Employer Seal of the Establishment </div>		

FORM - 2 (revised)

Nomination And Declaration Form For Unexempted/Exempted Establishments

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme,
(Paragraph 23 and B1 (1) of the Employees' Provident Fund Scheme, 1952 & Paragraph 18 of the Employees' Pension Scheme, 1995)

1	Name (in Block Letters)	ARAVINDHA KUMAR T		
2	Father's/Husband's Name (In case of married Women)	THANUMOORTHY M		
3	Date of Birth	08/07/2001	5. Marital Status	UNMARRIED
4	Sex	MALE	6. Account No	39520257286
7	Permanent Address	Temporary Address		
	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019		

PART-A (EPF)

I hereby nominate the person (s) /cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name of/Nominee's	Address of Nominee	Nominee's Relationship with the Member	Date of Birth	Total amount or share of accumulation in Provident Fund to be paid to each nominee	If the nominee is a minor, name relationship and address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6
THANUMOORTHY	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019	FATHER	14/07/1973		

1. *Certified that I have no family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

2. *Certified that my father/mother is/are dependent upon me
NO



Signature/ or thumb impression of the subscriber

*Strike out whichever is not applicable

PART - B (EPS) Para 13

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/widower/children Pension in event of my death.

Sl. No	Name of the family member	Address	Date of Birth	Relationship with member
1	2	3	4	5
1	SURIYA RAJ KUMAR	355A, BALAJI NAGAR, ACHAMPATHU, MADURAI - 625019	21/11/1999	BROTHER
2				
3				
4				
5				

I certify that I have no family, as defined in para 2(vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form. I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 (2) (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name & Address of the nominee	Date of Birth	Relationship with member
1		
2		
3		
4		

Date: Apr 15, 2022

Strike out whichever is not applicable.

Signature/Thumb Impression of the subscriber



Certificate by Employer

Certified that the above declaration and nomination has been signed / thumb impressed before me by Shri/Smt./Mam employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her.

Place: _____

Signature of the Employer or other
Authorized Officers of the Establishment

Designation

Name & Address of the Factory/
Establishment or Rubber Stamp thereof.

Dated this _____

GUIDANCE FOR FILLING THE FORM No - 2

Employee's Provident Fund Scheme, 1952:-

(E P F)

Para 33 :- Declaration by persons already employed at the time of institution of the fund :-

Every person who is required or entitled to become a member of the Fund shall be asked forthwith by his employer to furnish and shall, on such demand, furnish to him, for communication to the Commissioner, particulars concerning himself and his nominee required for the declaration form in Form 2. Such employer shall enter the particulars in the declaration form and obtain the signature or thumb impression of the person concerned.

Para 61 : Nomination

1. Each member shall make in his declaration in Form 2, a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable before payment has been made.
2. A member may in this nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.
3. If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.
Provided that a fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid.
4. If at the time of making a nomination the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.
- 4A Where the nomination is wholly or partly in favour of a minor, the member may, for the purposes of this scheme appoint a major person of his family, as defined in clause (g) of paragraph 2, to be the guardian of the minor nominee in the event of the member predeceasing the nominee and the guardian so appointed.
Provided that where there is no major person in the family, the member may, at his discretion, appoint any other person to be a guardian of the minor nominee.
5. A nomination made under sub-paragraph(1) may at any time be modified by a member after giving a written notice of his intention of doing so in form 2. If the nominee predeceases the member, the interest of the nominee shall revert to the member who may make a fresh nomination in respect of such interest.
6. A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the commissioner.

Para 2(g) : Family Means :-

- (i) In the case of a male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children;

Provided that if a member proves that his wife has ceased, under the personal law governing him or the customary law of the community to which the spouses belong, to be entitled to maintenance she shall no longer be deemed to be a part of the member's family for the purpose of this scheme, unless the member subsequently intimates by express notice in writing to the commissioner that she shall continue to be so regarded; and

- (ii) In the case of a female member, her husband, her children, whether married or unmarried, her dependent parents, her husband's, dependent parents, her deceased son's widow and children;

Provided that if a member by notice in writing to the commissioner expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the member's family for the purpose of this scheme, unless the member subsequently cancels in writing any such notice.

Explanation :- In either of the above two cases, if the child of a member [or as the case may be, the child of a deceased son of the member] has been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised, such a child shall be considered as excluded from the family of the member.

EMPLOYEES PENSION SCHEME, 1995
(E P S)

Para 18 : Particulars to be supplied by the Employees already employed at the time of commencement of the Employees Pension Scheme.

Every person who is entitled to become a member of the Employees Pension Fund shall be asked forthwith by his employer to furnish and that person shall, on such demand, furnish to him for communication to the Commissioner particulars concerning himself and his family in the form prescribed by the Central Provident Fund Commissioner.

Para 2(vii) :- Family means :-

- (i) Wife in the case of male member of the Employees' Pension Fund;
(ii) Husband in the case of a female member of the Employees' Pension fund;and
(iii) Sons and daughters of a member of the Employees Pension fund;

Explanation – The expression "Sons" and "daughters" shall include children [Legally adopted by the member]

NOTE : Members can nominate a person to receive benefits under the Employees' Pension Scheme 1995 where a member is unmarried or does not have any family. Such nominee shall be paid pension equal to widow pension in case of death of member.

**Employees' Provident Fund Organisation**

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

&

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
(PLEASE GO THROUGH THE INSTRUCTIONS)

1) NAME (TITLE)	ADMINISTRATOR	
2) DATE OF BIRTH	10/11/1981	
3) FATHER'S/ HUSBAND'S NAME	THANUNGOOTH M	
4) RELATIONSHIP IN RESPECT OF (3) ABOVE	FATHER	
5) GENDER	MALE	
6) MOBILE NUMBER (IF ANY)	9849978787	
7) EMAIL ID (IF ANY)	admin@hskmumbai@gmail.com	
8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952 ?	NO	NO
9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995?	NO	NO

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10, 11 & 12):

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:					
UAN					
OR					
PREVIOUS PF MEMBER ID	REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER
11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)					
12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER:					
(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER:					

B. PREVIOUS EMPLOYMENT DETAILS

13) INTERNATIONAL WORKER	NO
--------------------------	----

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

14) (A) COUNTRY OF ORIGIN - OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)	
(B) PASSPORT NUMBER	
(C) PASSPORT VALID FROM (DD/MM/YYYY)	
(C) PASSPORT VALID TO (DD/MM/YYYY)	

15) EDUCATIONAL QUALIFICATION	BACHELOR OF ENGINEERING
-------------------------------	-------------------------

16) MARITAL STATUS	UNMARRIED
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17) SPECIALLY ABLED	
IF YES, TICK THE CATEGORY	NO

18) KYC DETAILS	KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY	IFSC CODE *
	BANK ACCOUNT - 1 *	ANURAG KUMAR	305315736		
	NPR/RADHAR	ADMINISTRATOR	470642096		
	PERMANENT ACCOUNT NUMBER (PAN)		4849978787		
	PASSPORT			EXPIRE DATE	
	DRIVING LICENCE			EXPIRE DATE	
	ELECTION CARD				
	RATION CARD				
	ESIC CARD				

* Mandatory Field (NOTE: BANK ACCOUNT NUMBER ALONG WITH IFSC CODE IS MANDATORY). YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCs TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
(I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
(II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
(III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE: Apr 15, 2022

PLACE: MADURAI

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A.
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
• (POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS
• PLEASE TICK THE APPROPRIATE OPTION:
THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 HAVE NOT BEEN UPLOADED
 HAVE BEEN UPLOADED BUT NOT APPROVED
 HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
• THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
• PLEASE TICK THE APPROPRIATE OPTION:-
 THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 AS THE DSC DETAILS OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-11) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT

THE PAYMENT OF GRATUITY (CENTRAL) RULES, 1972

FORM 'F'

[See sub-rule (1) of rule 6]

NOMINATION

To

SURIYA RAJ KUMAR T

(Name in full here) whose particulars are given

in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said act.

4. (a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the _____ to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of Nominee	Proportion by which the gratuity will be shared
1 SURIYA RAJ KUMAR T, 22A, SRI LAKSHMI NAGAR, KEMPAWOLA, MADRAS-600 086	BROTHER	23	
2			
3			
4			

* Give here name or description of the establishment with full address

THE PAYMENT OF GRATUITY (CENTRAL) RULES, 1972

Statements

1	Name of employee in full	ARAVINDHA KUMAR
2	Sex	MALE
3	Religion	HINDU
4	Whether unmarried/married/widow/widower	UNMARRIED
5	Department /Branch/Section where employed	
6	Post held with Ticket or Serial No., if any.	
7	Date of appointment	11/07/2022
8	Permanent Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019
9	Current Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019

District: MADURAI State: TAMILNADU

Place : MADURAI



Date : Apr 15, 2022

Signature/Thumb-impression of the employee

Declaration by witnesses

Nomination signed / thumb impressed before me.

Name in full and full address of witnesses

Signature of witnesses

1

1

2

2

Place :

Date :

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.
Employer's reference No., if any.

Signature of the Employee/Officer Authorized

Designation

Name & Address of the establishment or Rubber-stamp
thereof

Date:

Acknowledgment by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.



Date : Apr 15, 2022

Signature of the employee

Note : Strike out the words/paragraphs not applicable.

FORM-I
NOMINATION AND DECLARATION FORM
 [See rule 3]

1 Name of person making nomination (in block letters)	ARAVINDHA KUMART
2 Father's/Husband's Name	THANUMDOORTHIN
3 Date of Birth	8807/2006
4 Sex	MALE
5 Marital Status	UNMARRIED
6 Permanent Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019
7 Temporary Address	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event to my death.

Name of the nominee/nominees (1)	Address (2)	Nominee's relationship with the member (3)	Date of Birth (4)	Total amount of share of accumulations in credit to be paid to each nominee (5)	If the nominee is minor, name, relationship and address of the guardian who may receive the amount during the minority of nominee. (6)
SURYA RAJ KUMART	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019	BROTHER	21/11/1999		

1 Certified that I have no family and should I acquire a family hereafter, the above nomination shall be deemed as cancelled.

2 *Certified that my father/mother is/are dependent upon me.

3 *Strike out whichever is not applicable.



Signature or the thumb impression of the employed person

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. _____ employed in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed

for Blue Yonder India Private Limited

Authorised Signatory
Blue Yonder India Private Limited

Registered Office : Tower A, Mantri Commercial, Outer Ring Road, Bellandur, Bangalore - 560103

Hyderabad Office: 14, 15 & 16th Floors, Unit 3, Parcel 4, Octave Block, Salarpuria Sathva Knowledge City, Hyderabad - 500032.



Blue Yonder India Private Ltd.
Nomination Information Sheet for Personal Accident Policy

General Instructions:

1. Nomination Claims will NOT be processed without this form or with an incomplete form.
2. Each box, wherever provided, should contain only one character (alphabet/number/punctuation sign, etc.), leaving a blank box after each word.

Instructions for filling in Name:

1. A blank space is to be left between parts of the name.
2. Only tick mark at the appropriate places.

Name of Employee:	ABHIRAM SIVAS P		
Company Name:	Blue Yonder India Private Limited		
Employee No:	1012021		
Location:			
Department:			
Residential Address:	115A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019		
	City:	MADURAI	State: TAMILNADU
	PIN:	625008	Phone: 636228252

Nominees

Name of the Nominee I	SUDHARAJ KUMAR T		
Relationship:	BROTHER		
Address:	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019		
	City:	MADURAI	State: TAMILNADU
	PIN:	625008	Phone: 8825644301
Telephone:			
% of compensation:	100		

Name of the Nominee II			
Relationship:			
Address:			
	City:		State:
	PIN:		Phone:
Telephone:			
% of compensation:			

All the statements made herein and the answers given are wholly true and correct to the best of my knowledge. It is hereby understood and agreed that the statements, answers and particulars are the basis on which this nomination will be granted.

Signature of the Employee

Date: Apr 15, 2022

Life Insurance Nomination Form

* Please use this form to change any of the details given in the Member Information Form. Only the changed details need to be filled, empty fields will be assumed to be unchanged from the Member Information Form. Please note that the Name of Life Assured, Date of Birth and Sex field is mandatory to be filled.

Name of Company of which you are an employee/member:	Blue Yonder India Private Limited
------------------------------------------------------	-----------------------------------

Group Term Insurance

Name of Life Assured:	ARAVINDHA KUMAR T			
Address:	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019			
	City:	MADURAI	State:	TAMILNADU
	Pin:	625019	Phone:	6383259252
Date of Birth (DD/MM/YYYY):	08/07/2001			
Sex:	M			

Nominee Details:

(If more than one Nominee is there please use additional sheet to record the following information)

Name:	SURIYARAJ KUMAR T			
Address:	105A, BALAJI NAGAR, ACHAMPATHU, MADURAI- 625019			
	City:	MADURAI	State:	TAMILNADU
	Pin:	625019	Phone:	6383259252
Relationship with the Life Assured:	BROTHER			
Percentage of Sum Assured:	100			
Is the Nominee a Minor:	If Nominee is a Minor please give details about the Guardian: Name			

Declaration of the Member

I agree and confirm that these statements and this declaration are the basis of the contract between the Insurer and the Company/Group. If any untrue statements are contained herein or there has been any non-disclosure of any material fact, the Policy to be issued by the Insurer in the name of the Company/Group may be treated as void as far as I am concerned.

I authorize the Company/Group to disclose to the Insurer such particulars as they may require including the details given above and any changes to the same, pay the premium payable on my behalf/collected from me to the Insurer, to file claims on behalf of my nominee/s, to receive and give valid discharge for the amounts paid by the Insurer to the Company/Group on behalf of my nominee/s towards Claim and to distribute the amounts received by the Company/Group to my nominee/s.

Place: MADURAI
Date: Apr 15, 2022

(Signature of Member)

In case the life to be insured is an illiterate:

His/her thumb impression should be attested by a person of standing whose identity can be easily established, but unconnected with the Insurer and this declaration should be made by him.

"I hereby declare that I have explained the contents of this form to the life to be insured in _____ language and that the life to be insured has fixed the thumb impression above after fully understanding the contents thereof."

Name and address of the declarant.

Signature

To, 106
Subitcha P
NO A13/6, Malligai Kudieruppu,
K K Nagar, Madurai - 625020.


Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015
Date: 28 July 2022

Dear Subitcha P,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we Trimble Information Technologies India Pvt Ltd are pleased to offer you the position of QA Tester subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.
2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.
3. You are required to join the services of Trimble India, on or before from Monday, August 1, 2022
4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B
5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by 29 July 2022 either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above, this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For Trimble Information Technologies India Pvt Ltd

PRAVEENA
KAMALANATHAN

Digitally signed by PRAVEENA
KAMALANATHAN
DN: cn=PRAVEENA
KAMALANATHAN, o=Trimble
Information Technologies India
Private Limited, email=praveena.kamalanathan@trimble.com

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

Subitcha P

CIN: U72300TN1999PTC043647

Registered Office: Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, India - 600096

Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

Branch Offices: Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400705, India Tel: +91 22 61387777

Vikram Morarch, CTS No. 1115-A/1, 10th floor, GaneshKhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 4900

1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348083

Annexure – A**Terms and Conditions of Employment**

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

1. Designation and Place of Work:

- 1.1. You will be employed in the position of **QA Tester, Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.
- 1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

2. Compensation

- 2.1. Your Annual Total Base Pay will be **Rs.7,00,000 Per Annum** (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.
- 2.2. Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

3. Confidentiality of salary information:

- 3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.
- 3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.
- 3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

4. Company Policies:

- 4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

CIN: U72300TN1999PTC043647

Registered Office: Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kanchanchavadi, Perungudi, Chennai, India - 600096

Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

Branch Offices: Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400 705, India Tel: +91 22 61387777

Vikram Monarch, CTS No. 1115-A/1, 10th floor, Ganeshkhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 49001st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

- 4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.
- 4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "Company Policies") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.
- 4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

5. Non-Compete & Non-Solicitation Obligations:

- 5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:
 - 5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;
 - 5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.
 - 5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

6. Data Protection:

- 6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

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Vikram Monarch, CTS No. 1115-A/1, 30th floor, GaneshKhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 4900
1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

7. Indemnification:

- 7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain Injunctive relief including similar other relief against you.

8. Termination of Employment:

- 8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.
- 8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.
- 8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.
- 8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.
- 8.5. DUAL EMPLOYMENT: You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

9. Retirement:

Retirement age for all the Trimble employees in India will be 58 years.

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1st Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

Annexure – B***Documents to be submitted within three days of offer acceptance***

- a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
- b. Copy of appointment letter/relieving letter from your last 3 employers;
- c. True copy of your last 2 months' pay slip;
- d. 6 copies of color passport size photographs;
- e. Copy of all pages of your passport;
- f. Copy of your Pan Card & Aadhaar Card;
- g. Identity Proof (Copy of Driving license/Voter's ID);
- h. Proof of residence (both permanent and present address);
- i. Employment Data Form, if not submitted earlier;
- j. Signed Trimble Policy Documents (enclosed with this offer);

CIN: U72300TN1999PTC043647

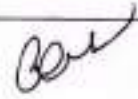
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Annexure – C

**Compensation Break-up/CTC**

Name: Subitcha P

Date: 28 July 2022

Particulars	Compensation	
	Per Month (In Rs.)	Per Annum (In Rs.)
Basic Salary	20417	245000
HRA	10208	122500
Flexible Benefit Basket	25258	303100
A. Gross Salary (Rs.)	55883	670600
Provident Fund		
B. Company's Contribution (Rs.)	2450	29400
Total Base Pay (Rs.) - A+B	58333	700000
C. Other Benefits		Benefits Value
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		2100000
Gratuity	**	** As per Gratuity Act, 1972

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Addendum**Non-Disclosure Agreement**

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not.

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

Assignment of Inventions:

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

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

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APPENDIX A

Compensation Structure		
Name : Lakshmi Preetha D		
Designation : Software Engineer	Date of Joining	1-Aug-2022
Location : Hyderabad		
	Per Annum	Per Month
Gross Pay (A)		
Basic	240,000	20,000
HRA	120,000	10,000
Flexi-basket (tax benefit) components (Payable in zinger card):	80,000	6,667
Special Allowance	318,856	26,571
Total Gross Pay	758,856	63,238
Accrued Benefits (B)		
Employer Provident Fund	21,600	1,800
Gratuity	11,544	962
Group Health Insurance	8,000	-
Total Accrued Benefits	41,144	3,429
FIXED PAY	800,000	66,667
CTC	800,000	66,667
Statutory Contributions (C)		
Employee Provident Fund	21,600	1,800
Professional Tax	2,400	200
Total Statutory Contributions	24,000	2,000
Net-Salary	734,856	61,238
Gift & LTA will be paid annually		
Gratuity shall be paid as per Gratuity Act 1972		
Any Tax Liability arising out of above compensation structure would be borne by employee.		
For Zaggle		

**Flexi-basket component can be opted from the given wallets out of which meal & gift is mandatory. You can select the amount within in wallets min/max limit of Fixed pay amount.

Save | Propel | Edge | Select

Zaggle Prepaid Ocean Services Pvt. Ltd.

Regd. Office: Plot No.8, CSR Estate, Sector-1, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500061.
Ph. 040 23115049 | CIN No: U65099TG2011PTC074795 | www.zaggle.in

APPENDIX B**TERMS AND CONDITIONS OF EMPLOYMENT****1. Place of Work**

Although your initial place of work is Hyderabad, you may be deputed / transferred to work at any one of the other offices of the Company or at the client sites, as and when considered necessary, solely at the discretion of the Management.

2. Veracity of Information Provided

You have been employed here with the presumption that the particulars furnished by you in your resume or testimonials handed over by you are correct. In case they 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 / canceled without any notice.

You are required to submit your originals of your academic and experience proofs for verification, which shall be returned to you immediately after the verification is completed.

3. Exit clause on Mandate Period of employment

In case if the emergency/situation arises wherein employee does not serves the required mandatory terms of employment or if employer terminates the employment, either side will be liable to compensate 6 month's salary.

4. Full Time Employment

Your employment at Zaggle is full time. It is expected that your loyalty to the company be not divided through additional part time/full time employment, or any other trade/business/profession. Any such activity should be pursued only after having discussed and obtained written permission from the management.

5. Service Rules and Regulations:

During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by the Company's policies and rules regarding Leave, Provident Fund, Bonus and Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters.

6. Professional Ethics:

You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or dishonest in dealing with the company's money or material or documents or any affairs of the company or of theft or of misappropriation, regardless of the value involved, your services will be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

You are required to keep the image and reputation of the Company while dealing with the external Customers or Clients and have to maintain the Organizational Values, Norms & Culture while interacting with Other Corporate or Business Associates.

Signature of the employee

save | propel | edge | select

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Ph: 040 23119049 | CIN No.: U69999TG2011PTC024795 | www.zaggle.in

7. Notice Period

In the event of your resignation, post completion of mandate term of employment, you will be required to serve 2 month's notice or with mutual consideration after confirmation to ensure smooth transition / hand over of duties. In the event of requisite period of notice not being given, either side will be liable to compensate proportionately to the extent of salary and allowances due for the period of shortfall in notice period or waive off the notice period.

The company may terminate the services of an individual on the grounds of non-performance, dishonesty / theft, moral turpitude, loss to company, etc.

8. Safe Custody of Company Material:

You are responsible for the safekeeping, good condition and order of all the Company property entrusted to your care and charge. The company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

9. Confidentiality of Company Information

You are expected not to divulge in misuse or pass on the information regarding confidential data, reports, technology, expertise, R&D activities, business plans or Vendors, products, quotations/ prices, client relation details to any one in any form which are of detrimental to the company's interest. Any misuse of the confidential information shall become a Moral Turpitude and company shall have right to take Disciplinary actions against you. To this effect you are required to sign a Non-Disclosure Agreement at the time of joining which would be effective during and after your employment with Zaggle.

10. Authorization

Only those authorized under power of attorney may sign legal documents, representing the organization.

11. Security

If there is a need to take some of the equipment's/infrastructure/ products out of the office premises for any reasons shall obtain a gate pass from the security staff after the authorization from the Concerned Authorities.

12. Destroying papers & materials

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

13. Use of Company Resources

You shall use the company's resources only for official purpose. You are requested to use the Company resources to an optimum extent with no wastage.

14. Medical Test Reports

The Company reserves the right to have you undergo medical examination from time to time. The Appointment will at all time be subjected to a doctor certified to be fit to carry out your duties.

Signature of the employee

 |  |  | **Zaggle Prepaid Ocean Services Pvt. Ltd.**

Regd. Office: Plot No.8, CSR Estate, Sector-1, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500061.

Ph: 040 23110049 | CIN No. U65999TG2011PTC074795 | www.zaggle.in

15. Confidentiality of Salary Information

You are required to strictly maintain the secrecy of salary and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and are expected not to discuss or disclose the same to any member of the client staff.

16. Inventions / Innovations Rights

The company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the company and you should not make any claims on the said innovations / discoveries, etc.

17. Income Tax Liability

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

18. Superannuation

The employee would be superannuated from the services of the organization on attaining the age of 58 years. Your date of birth as per official records would be taken into consideration as per the Date of Birth record submitted at the time of joining.

19. Relieving Formality

All the related documents relating to the Organization need to be submitted to the concerned reporting authority before relieving from the employment. All information relation to the Business Status, work status need to be updated to the concerned people with a view to have uninterrupted flow of work during the Transition. On last day of the employment NO DUE FORM should be filled up with all the authorized signatories and to be submitted to HR for full and final settlement.

20. Non - Competition clause.

After leaving the employment of the company, you will not carry out any business activity that are identical to that of Zaggle business domain, nor employee yourself in a firm/company carrying similar business for a minimum period of 12 months from exit to avoid any conflict of interest. Moreover, you will not solicit any Zaggle employee and/or customer within 12 months of leaving the company.

The Terms and conditions of Employment are based on Company Policies, Practices and other rules currently applicable and are subject to amendments from time to time. You will also abide by all other rules and regulations of the company, which shall be in force, from time to time.

In all matters, including those not specifically covered here and not limited to such as traveling, Leave, etc., you will be governed by the rules of the company framed from time to time.

I have read the above terms and conditions of employment and would hereby confirm strict adherence to the same

Name:

Designation:

Place:

Date:

Signature of the Employee

Zaggle Prepaid Ocean Services Pvt. Ltd.

Regd. Office: Plot No 8, CSR Estate, Sector 1, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081
Ph: 040 23110049 | CIN No: U65999TG2011PTC074795 | www.zaggle.in

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25-May-2022

ARUL JENITHA J
Thiagarajar College of Engineering
Madurai
Tamil Nadu

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

Dear ARUL JENITHA J,

We are pleased to offer to you an opportunity for full-time employment with WM Global Technology Services India Private Limited ("The Company"). If you accept our offer, your tentative joining date will be on **14-Jul-2022** or such other date as communicated by the Company.

Attachment A contains the terms and conditions of your employment with the Company.
Attachment B contains the details of your compensation and benefits, which is subject to appropriate taxes. These taxes will be deducted from your pay.

If you accept our offer of employment, please sign in the space provided on **Page 6** and return to us within 3 business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Sincerely,

[Signature: Hari Vasudev]

Hari Vasudev

SVP, Walmart - India Development Centre

WM Global Technology Services India Private Limited

Regd. Office: Building 11, 1st Floor, BEZ-CESSNA Business Park, Kadubeesanahalli village, Varthur Hobli, Outer Ring Road, Bangalore East Taluk, Bangalore - 560 087
Phone 91 80 40358008 Fax 91 80-40358900
www.walmart.com
CIN-U72200KA2011FTC059719

25-May-2022

Attachment A

1. Date of Appointment

Your employment will be effective upon your signing of this letter which shall be provided to you for signature **on your first day of employment (14-Jul-2022)**. All your service benefits will be effective the Joining Date. This offer letter and your employment are contingent upon the satisfactory completion of background and reference checks and immigration related approvals, if any. Your employment is based upon the information and declarations provided by you. If at any time we determine that the information provided is false or misleading or that you have concealed information, the Company may withdraw its offer and/or terminate your employment immediately.

You have represented to us, and you are being employed by us, on the basis that, to the best of your knowledge, you have no restrictions or commitments to former employers or other entities which would in any way affect or hinder your rendering the services to the Company or that would restrict you from joining the Company.

2. Location

Your current location of posting will be in our **Chennai, Tamil Nadu, India** office. The Company may, at its sole discretion, transfer you to any other office or location of the Company or any of its affiliates.

3. Designation and Job responsibilities

Your designation in the organization presently is **Software Support Engineer I**. Your job responsibilities will be as assigned to you by the management from time to time. The designation, reporting and the job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, which may be assigned to you from time to time by the Company and shall report to **Senior Director Software Support Engineering** in connection with such responsibilities.

You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

4. Emoluments

Your Total Direct Compensation is **INR 6,56,979/-** per annum which shall include all perks, benefits, bonus (MIP) as described in Attachment B. Provided that all amounts payable by the Company shall be subject to any taxes required to be withheld or deducted at source.

WM Global Technology Services India Private Limited

Regd. Office: Building 11, 1st Floor, SEZ-CESSNA Business Park, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road, Bangalore East Taluk,
Bangalore - 560 087
Phone 91 80 40358008, Fax 91 80 40358000
www.walmart.com
CIN-U72200KA2011PTCC059719

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

Date : 21/06/2022

To
P. Jagan
(Code: CAN439439)

Provisional Offer Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate Engineer**. Your services are being deputed to **CATERPILLAR INDIA ENGINEERING SOLUTIONS PRIVATE LIMITED** on the following terms and conditions:

- Your employment will be valid from **25/07/2022**
- Your Salary CTC will be INR 716,280.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

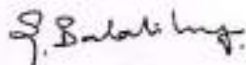
The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

You shall report for work on **25/07/2022**. In case you fail to join the company by the scheduled date, you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1(one) months Gross salary to the Company.

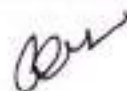
Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

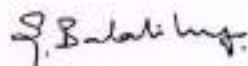

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	26,861.00	322,332.00
House Rent Allowance	12,087.00	145,044.00
Other Allowance	6,782.00	81,384.00
Telephone Reimbursement	2,400.00	28,800.00
Leave Travel Allowance	2,400.00	28,800.00
Deputation Allowance	3,000.00	36,000.00
Vehicle Reimbursement	2,400.00	28,800.00
Gross Salary	55,930.00	671,160.00
Employer's Contribution to EPF	3,223.00	38,676.00
Insurance	537.00	6,444.00
CTC (Cost to the company)	59,690.00	716,280.00
Employee's Contribution to EPF	3,223.00	38,676.00
Total Deduction	3,223.00	38,676.00
Net take home = (Gross salary- Total deduction)	52,707.00	632,484.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

undefinedundefined

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date: 04/19/2022

Kavya A B

C10955178

D/O, Ananthi R,4/13,Jawahar 3rd Street, Tirumangalam, Madurai.

6381249906

Dr. G.K. Rajesh
Placement Officer
Thiagarajar College of Engineering
Madurai-625 015
108

Dear Kavya A B,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. 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 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 foregoing 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.

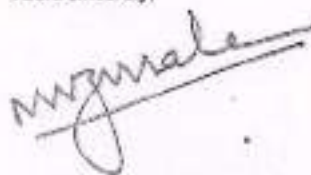
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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 a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

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,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Kavya A B

BS

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	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/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 458300/-
(E)#Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(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 will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of

the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(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/regulations 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.

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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company


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



APPOINTMENT LETTER

January 31, 2022

Dear kavi Prakash,

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.

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

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 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.

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.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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.

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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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.
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.

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

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

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

ANNEXURE III**SALARY OFFER SHEET**

Name: kavi Prakash

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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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

25-May-2022

SHRIRAM SIBI P
Thiagarajar College of Engineering
Madurai
Tamil Nadu


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

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Dear **SHRIRAM SIBI**,

We are pleased to offer to you an opportunity for full-time employment with WM Global Technology Services India Private Limited ("The Company"). If you accept our offer, your tentative joining date will be on 14-Jul-2022 or such other date as communicated by the Company.

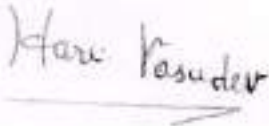
Attachment A contains the terms and conditions of your employment with the Company.
Attachment B contains the details of your compensation and benefits, which is subject to appropriate taxes. These taxes will be deducted from your pay.

If you accept our offer of employment, please sign in the space provided on **Page 6** and return to us within 3 business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Sincerely,



Hari Vasudev

SVP, Walmart - India Development Centre

25-May-2022

Attachment A

1. Date of Appointment

Your employment will be effective upon your signing of this letter which shall be provided to you for signature on your first day of employment (14-Jul-2022). All your service benefits will be effective the Joining Date. This offer letter and your employment are contingent upon the satisfactory completion of background and reference checks and immigration related approvals, if any. Your employment is based upon the information and declarations provided by you. If at any time we determine that the information provided is false or misleading or that you have concealed information, the Company may withdraw its offer and/or terminate your employment immediately.

You have represented to us, and you are being employed by us, on the basis that, to the best of your knowledge, you have no restrictions or commitments to former employers or other entities which would in any way affect or hinder your rendering the services to the Company or that would restrict you from joining the Company.

2. Location

Your current location of posting will be in our **Chennai, Tamil Nadu, India** office. The Company may, at its sole discretion, transfer you to any other office or location of the Company or any of its affiliates.

3. Designation and Job responsibilities

Your designation in the organization presently is **Software Support Engineer I**. Your job responsibilities will be as assigned to you by the management from time to time. The designation, reporting and the job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, which may be assigned to you from time to time by the Company and shall report to **Senior Director Software Support Engineering** in connection with such responsibilities.

You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

4. Emoluments

Your Total Direct Compensation is **INR 6,56,979/-** per annum which shall include all perks, benefits, bonus (MIP) as described in Attachment B. Provided that all amounts payable by the Company shall be subject to any taxes required to be withheld or deducted at source.

WM Global Technology Services India Private Limited

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Phone 91.80.40358000, Fax 91.80.40358000
www.walmart.com
CIN-U72200KA2011PTC099719

5. Incentive (MIP)

During your first year of employment, you will be eligible to participate in the Company's Management Incentive Plan (the MIP) on a prorated basis, determined by your Date of Joining. Based on your position, the MIP currently allows you to earn a target incentive of 10% of your annual salary in an incentive payment which would be based on meeting a combination of individual and/ or Company metrics set for that fiscal year. Associates hired prior to November 1st are eligible for a prorated share of the incentive award for that MIP period. Salaried Associates must remain employed through January 31st of the fiscal year to be eligible to receive the incentive award.

If your incentive percentage changes during the MIP period, your incentive percentage will be pro-rated based on the number of days employed during the fiscal year

It is expressly clarified that the Target Incentive is not intended to be a promise or guarantee of current or future incentive payout. The Company may, at any time and its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the MIP guidelines

Fiscal year, for the purpose of this offer of employment, shall mean a period commencing from February 1st and ending on January 31st of next year.

5A. Statutory Bonus

You shall be entitled to receive Statutory Bonus under the Payment of Bonus (Amendment) Act, 2015 on a yearly basis, as long as the eligible Basic salary is lesser than or equal to INR 21,000 per month. Such statutory bonus shall be calculated as per the minimum wages act notified by the State Government from time to time and paid on a pro-rata basis from the date of joining until closure of the financial year (i.e. 31st of March every year). The Statutory Bonus shall be paid within eight months from the close of the previous financial year.

6. Provident Fund

You shall be eligible to participate in the Employee's Provident Fund Scheme under the Employees Provident Funds and Miscellaneous Provisions Act, 1952, as applicable to employees of the Company.

7 Gratuity

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

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CIN:U72200KA2011PTC059729

8. Working Hours and Leave

Your work days, hours of work and the beginning and ending times of your shifts shall be determined by your manager and/or the HR department from time to time. The Company may require you to work in different shifts and the timing of those shifts and/or days of the week upon which the shifts are scheduled may be changed at the discretion of the Company to accommodate the needs of the business. If you are required to work different shifts, you may be eligible for a shift allowance as per Company policy depending on which shifts you are required to work.

You shall be eligible for leave in accordance with the Company's policies and practices.

9. Salary Review

The salary and compensation are subject to being reviewed and modified annually by the Company normally on April of every year. Your next salary review will be in April 2023.

The Company shall be entitled to withhold from any payments due to you pursuant to the provisions of this letter, any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to you by the Company.

10. Travel

The Company may require you to undertake travel on the Company's work, and you shall be eligible for reimbursement of travel expenses for official work as per the Company's policies.

11. Transfers

From time to time, depending on our business needs, the Company may transfer you in such capacity as the Company may determine anywhere in India or abroad to any one of WM Global Technology Services India Pvt. Ltd. departments, subsidiaries, joint ventures, associates and sister Companies. During the tenure of such transfers, you may be entitled to benefits as per the Company's guidelines.

12. Confidentiality and Non-Disclosure of Confidential Information, Non-Solicitation, and Product Assignment

You will not at any time, without the consent of the Company disclose divulge, display, disseminate or make public, except under legal obligation, any information regarding the Company's affairs or administration or service carried out, whether the same be confided to you or become known to you in course of your service or otherwise. Any breach of this condition would entitle the Company to take such action as would be appropriate in the circumstances and / or to claim any damages from you.

The Company's offer for employment is conditional and subject to the Non-Disclosure, Non-Solicitation, and Product Assignment Agreement ("Agreement"), a copy of which can be obtained from the HR Department. You will be required to sign the Agreement within the first month of joining.

13. Protection of Interest

If any declaration or information furnished by you to WM Global Technology Services India Private Limited during or prior to the Joining Date proves to be false or misleading, or if you are found to have willfully suppressed any material information, the Company reserves the right to terminate your employment immediately without any notice or compensation whatsoever.

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14. Code of Conduct

You will adhere to the Company's policies and Code of Conduct which may be changed or revised from time to time. The HR Department will make available to you copies of these documents and you should review prior to acceptance of our offer. The Company reserves the right to terminate your employment without any reason or notice on receiving any information on your violation of the Company's policies or Code of Conduct.

Further you agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company rules, regulations, instructions, policies, practices and procedures.

15. Termination

Either party may terminate your employment with one month's notice in writing. The Company reserves the right to pay in lieu of notice. In case you have given notice to resign or terminate your employment, you are expected to serve the entire notice period diligently, although the Company may in its sole discretion permit you to leave earlier.

Notwithstanding the information above or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice) in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you commit a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency, or any allegation or conviction for any criminal offense, (v) your breach of any terms or conditions of this offer letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients and/or (viii) misconduct by you as provided under the labour laws and/or in the Company's policies.

16. Obligations Upon Termination

Upon termination of your employment with the Company, you are required to return to the Company all documents, key business contacts, assets and books of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person and departments. Where required, the Company will advise the relevant authorities of the termination of your employment.

Further, all memoranda, notes, records or other documents made or compiled by you or made available to you during your employment with the Company concerning the business and/or operations of the Company shall be the Company's property and shall, if in your possession or under your control, be delivered to the Company on the termination of your employment. You shall not use for yourself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by you as a result of your employment, unless authorized by the Company.

17. Personal Data

In signing this letter you authorize the Company to verify, validate, transfer, store, process and share all personal data and other information relating to you and provided by you to the Company or otherwise obtained by the Company in connection with your engagement with the Company, with other companies, whether in India or abroad, under the [Walmart] group of companies.

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Phone: 91.80.40358008, Fax: 91.80.40358000
www.walmart.com
CIN-U72200KA2011PTC059719

18. General

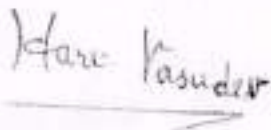
All notices required or permitted to be given shall be in writing and delivered personally, by e-mail or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement.

Further, the Company's policies are part of this offer of employment and you will have to sign and abide strictly by the Company's code of conduct in all business transactions, including protection of Company assets, conflict of interest, relations with vendors and other policy guidelines. A copy of such policies will be provided upon your request.

Your employment and the terms and conditions of this letter shall be governed by and construed in accordance with the laws of India.

Yours sincerely

WM Global Technology Services India Private Limited,



Hari Vasudev

SVP, Walmart - India Development Centre

Confirmation and Acceptance

I, **SHRIRAM SIBI**, hereby accept to be a part of the Company and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Name: **SHRIRAM SIBI**

Date:

Father's/Husband's Name:

Date of Birth:

Contact Number & Email ID:

WM Global Technology Services India Private Limited

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25-May-2022

Attachment B

Your current position title is Software Support Engineer I your level is IN 1

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Annual Compensation

Components	Annual Compensation (INR)
Basic	2,20,000
HRA	1,10,000
Flexible Compensation Plan*	2,20,000
Annual Gross Salary	5,50,000
Retirals (PF)**	26,400
Annual Fixed Salary	5,76,400
Annual Incentive at Target (MIP)	Target
Target Annual Incentive % (as a % of Annual Gross Salary)	10%
Target Annual Incentive Amount	55,000
Target TC (Target Total Cash)	6,31,400
Statutory Bonus	25,579
Target TDC (Total Direct Compensation)	6,56,979

MIP The indicative amount for the MIP will be 10 %@ Target of the annual gross salary.

Flexible Compensation Plan*: You can choose the below components to make your FCP tax efficient in line with the policy

Components	Per Annum
LTA	75,000.00
Telephone Reimbursement	36,000.00
National Pension Scheme	10% of Basic

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

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APPOINTMENT LETTER

January 31, 2022

Dear SIVA PRASANTH 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.

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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.

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

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 businesses 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 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.

7. Assignment of Intellectual Property

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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

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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.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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-

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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.

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.

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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,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

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.

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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.

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.
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.

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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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I, SIVA PRASANTH A 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."

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ANNEXURE III

SALARY OFFER SHEET

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Name: SIVA PRASANTH 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
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	

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Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

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.

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE – IV

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.

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**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 04/19/2022

Krishnaveni Anbalagan

C10955177

22 B TOOVIPURAM 3RD STREET THOOTHUKUDI

9799441376

Gas

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

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Dear Krishnaveni Anbalagan,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. 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 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 foregoing 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.

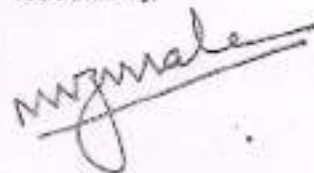
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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 a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

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,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Krishnaveni Anbalagan

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ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	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/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D) Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 458300/-
(E) Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(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 will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of

the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(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/regulations 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.

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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependants (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) 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, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.

##(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500,00/- on submission of actual supporting as per policy.
- 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 above benefits & 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.

GST Clause:

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.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

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.

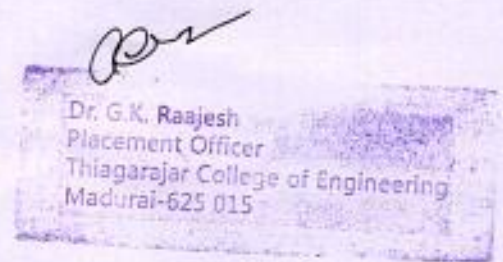
ACKNOWLEDGED AND AGREED:

Krishnaveni Anbalagan

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 constitute trade secret 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 malware."



09-Mar-2022

Dear Rhuthra R,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19618640

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/-. This includes an annual target incentive of INR 22,500 /- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR 25,000/- given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR 450,500/-. This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

Dr. G.K. Rajesh
 Placement Officer
 Thiagarajar College of Engineering
 Madurai-625 025

Compensation and Benefits

Name: Rhuthra R

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 04/12/2022

Praveena G

C10955188

7/19, Main Road, Chidhambaram, Cuddalore

9867543214

Dr. G.K. Rajesh

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

Dear Praveena,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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, 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.

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements		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/-
(C) Joining Bonus		
Joining Bonus (Refer to the section C)		INR 25,000/-
(D)# Additional Notional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)		INR 6,400/-
Notional Insurance Premium paid by Company		INR 11,400/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)		INR 415500/-
(E)##Additional Discretionary Reimbursements		
Annual Internet reimbursement		INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan		
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value		INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

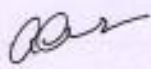
Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of




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

09-Mar-2022

Dear Deepak M J,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 196186367

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

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Compensation and Benefits

Name: Deepak M J

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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
- 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

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



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

09-Mar-2022

Dear Mayuri Priyadharshini M,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19618640

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500 /-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of **INR 25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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Compensation and Benefits

Name: Mayuri Priyadharshini M **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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G.K. Raajesh
Dr. G.K. Raajesh
Placement Officer
Thiagarajar College of Engineering,
Madurai-625 015

09-Mar-2022

Dear Tamohara Krishnan S,
B.E., Electronics & Communication Engineering
Thiagarajar College of Engineering, Madurai

Candidate ID - 19618650

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500 /-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of **INR 25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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