

## Letter of Intent

DATE: 11/1/2022

**Abirami B**  
Tamil Nadu

Dear Abirami

Further to the recent meetings and discussions you had with us, we are pleased to offer you the post of **“Jr Software Developer - Intern”** in Xmplar Management Solutions (P) Ltd. On completion of the Internship period, you will be offered a permanent role in our organization, subject to your performance during the Internship period.

During the Internship period, you will be paid **Rs 12,000/Month** as Internship fee.

As a part of the Internship there will be continuous assessment on the performance. At the end of the Internship period, final assessment will be done. Based on the performance, you will be offered a permanent role at Xmplar, and your CTC will be in the range of **Rs 3,00,000 to Rs 4,00,000** and fixation on the CTC will be based on the Performance Score which you have secured during the Internship period.

**Internship duration:** The internship will start effective from January 9<sup>th</sup> 2023. Duration of the Internship period will be for 6 Months or till the last working day at your college. You will be given 3-4 weeks leave during your semester exams and during this period, you will not be eligible for Internship fee.

**Work Location:** Xmplar Management Solutions Pvt Ltd, Madurai Office.

**Working Hours (during Internship):** You are expected to clock 8.5Hrs per day excluding lunch/tea break. Time sheet submission will become the basis of payment. Internship fees will be released within the first 3 working days of the month.

**Acceptance of the Letter:** This letter of Intent will become null and void, if you don't give us a written acceptance within 5 working days from the date of this letter.

On the day of Joining, you are required to submit the following documents

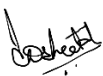
- 10<sup>th</sup> and 12<sup>th</sup> Marksheet, 2 Passport size photograph, Relevant copies of Academic attainment

Based on the performance assessment, you will receive a detailed appointment letter during the last phase of the Internship program.

We welcome you to the Xmplar family and look forward to having you on board with us.

With Best Wishes,

For **Xmplar Management Solutions Pvt Ltd,**



**Sheetal T D, HR Manager**

Dear Mr. ATHI NARAYANA KESAVAN B,

It is my pleasure to extend the following offer of employment to you on behalf of Embien Technologies India Pvt. Ltd, further to the interview and discussions you have had with us. You are expected to join duty on 02nd May 2023 at Bangalore.

You are appointed to the **Business Development Executive** position, and in this capacity, you will report directly to your Manager. As a Business Development Executive, your starting monthly gross remuneration (Cost to Company) will be Rs 20000/- (Rupees Twenty Thousand). Post deductions (PF& ESI) your take-home salary will be around Rs. 15500/- per month. You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per the policies of the organization. Regular performance reviews will be done to assess your suitability. You shall receive your payments on or before the end of every month.

In case of resignation from services during the probationary period, you shall serve one month's notice. After the completion of your probationary period, your services can be terminated by giving 3 months' notice or salary in lieu thereof. In case of resignation, from the services, you shall serve a full notice period of 3 months.

Please bring all your original qualification documents with a copy of each, on the date of joining.

We look forward to an enduring relationship with you. Kindly acknowledge this mail.

Regards,

Manikandan R

Senior Executive - HR

Embien Technologies India Private Limited

Embedded Services | Product Engineering Services | Industrial Automation | Consumer Electronics

Mobile: +91-8667630504

Mail: [manikandan@embien.com](mailto:manikandan@embien.com)

Web: [www.embien.com](http://www.embien.com)

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## OFFER LETTER

**TO**  
**R. BOMMI BHARATHI**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as SALES OFFICER, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (Date) and the process is as follows:

<b>TRAINING TASK</b>	2 LAKHS PREMIUM
<b>TRAINING AREAS</b>	INSURANCE BASIC TRAINING, KYC & AML
<b>TRAINING PERIOD</b>	60 DAYS: (23.01.2023 to 24.03.2023)
<b>SKILLS</b>	COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE
<b>STIPEND</b>	RS. 15,000/-
<i>*Stipend is subject to change based on the achievement of task</i>	

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as BUSINESS DEVELOPMENT OFFICER in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

### **Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

**ANNEXURE – I**

**TERMS AND CONDITIONS:**

1. You will be eligible to be promoted as **BUSINESS DEVELOPMENT OFFICER** only after the successful completion of your task within the specified training period of 60 days.
2. Providing daily activity report to the concerned **REPORTING MANAGER** is mandatory.
3. If your performance is not satisfactory or if the specified task is not achieved your training will be extended by 15-day increments.
4. Your performance will be reviewed on weekly basis on production of business and profitability. The company shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance.
5. Confidentiality: (a) During the course of your employment, you may learn or acquire information, which is confidential or proprietary of the company or its affiliates/ clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, individual, company or any other organization. (b) Any documents or things in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the company. Such information could be in the form of documents, designs, data, trade secrets, computer codes, source codes, accounts, soft copy, computer print outs, etc and you will not part with such documents/ information with any person, company, organization.
6. In case of resigning from the services of the company, prior intimation should be provided to the concerned reporting manager and a proper letter of resignation should be submitted.
7. The fees which is taken from you for the Insurance Basic exam Training is non - refundable.

SIMPL has pleasure in welcoming you on board. We wish you to have a long and mutually beneficial association with us.



**SENIOR BRANCH HEAD,**

**(MAIL ID: [murugapandi@suretiimf.com](mailto:murugapandi@suretiimf.com))**



**AUTHORIZED SEAL**

## Letter of Intent

DATE: 13/1/2023

**Deepika K**  
Tamil Nadu

Dear Deepika

Further to the recent meetings and discussions you had with us, we are pleased to offer you the post of **“Jr Software Developer - Intern”** in Xmplar Management Solutions (P) Ltd. On completion of the Internship period, you will be offered a permanent role in our organization, subject to your performance during the Internship period.

During the Internship period, you will be paid **Rs 12,000/Month** as Internship fee.

As a part of the Internship there will be continuous assessment on the performance. At the end of the Internship period, final assessment will be done. Based on the performance, you will be offered a permanent role at Xmplar, and your CTC will be in the range of **Rs 3,00,000 to Rs 4,00,000** and fixation on the CTC will be based on the Performance Score which you have secured during the Internship period.

**Internship duration:** The internship will start effective from January 16<sup>th</sup> 2023. Duration of the Internship period will be for 6 Months or till the last working day at your college. You will be given 3-4 weeks leave during your semester exams and during this period, you will not be eligible for Internship fee.

**Work Location:** Xmplar Management Solutions Pvt Ltd, Madurai Office.

**Working Hours (during Internship):** You are expected to clock 8.5Hrs per day excluding lunch/tea break. Time sheet submission will become the basis of payment. Internship fees will be released within the first 3 working days of the month.

**Acceptance of the Letter:** This letter of Intent will become null and void, if you don't give us a written acceptance within 5 working days from the date of this letter.

On the day of Joining, you are required to submit the following documents

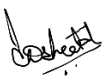
- 10<sup>th</sup> and 12<sup>th</sup> Marksheet, 2 Passport size photograph, Relevant copies of Academic attainment

Based on the performance assessment, you will receive a detailed appointment letter during the last phase of the Internship program.

We welcome you to the Xmplar family and look forward to having you on board with us.

With Best Wishes,

For **Xmplar Management Solutions Pvt Ltd,**



**Sheetal T D, HR Manager**



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## Fwd: {Size} Data Patterns (India) Ltd - Internship Joining Letter

2 messages

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Dhana <sekarpandiandhana@gmail.com>  
To: ppraja200@gmail.com

Sun, 18 Sep, 2022 at 09:56

----- Forwarded message -----

From: **vibhakar.sudhakar** <[vibhakar.sudhakar@datapatterns.co.in](mailto:vibhakar.sudhakar@datapatterns.co.in)>  
Date: Wed, Sep 14, 2022, 4:36 PM  
Subject: {Size} Data Patterns (India) Ltd - Internship Joining Letter  
To: <[sekarpandiandhana@gmail.com](mailto:sekarpandiandhana@gmail.com)>

**Warning:** This message has had one or more attachments removed (List of documents on DoJ.pdf). Please read the "DataPatterns-Attachment-Warning.txt" attachment(s) for more information.

Dear Dhanasekara,

Greetings from Data Patterns !!!!

We are pleased to inform you that we are offering you the position of **Project Trainee** in our organization.

**Your date of Joining will be 19th Sep 2022 (Monday) @ 8.30 am**

**During the training you will be paid a stipend of Rs. 15,000 /- per month**

**During the internship period (Project Trainee) company transport will be charged @ Rs.250 per month and lunch will be charged @ Rs. 10 /- per day.**

**You can use public/own transport and also bring lunch from your Hostel / PG / Home if you want.**

You need to sign a **Service Agreement soon after your joining**; the duration of your internship in months + 36 months will be the total agreement period. For eg if you join on 19th Sep then the agreement will be for 46 months (10 months as a Project Trainee and 36 months once you come on our rolls as a permanent employee)

Attached is the list documents you have to mail (soft copy) and submit (hard copy) on **19th Sep 2022 (Monday)**

Please confirm your acceptance through mail with the following content without changing the subject line:

**Your Name :**

**Guarantor's Name :**

**Guarantor's Father's name :**

**Guarantor's permanent address :**

**Please note that the guarantor has to be only your father/mother, if alive. Else, please contact us for other options.**

Looking forward to hear from you

**Note**

As our facility is a restricted one, audited by the Intelligence Bureau, we are sorry that we will be unable to allow your parents/other familymembers/friends inside our premises; please avoid bringing them at the time of joining. They can drop you at our company and leave.

--  
Regards  
Vibhakar .S  
Executive-HRD

Data Patterns (India) Ltd  
H-9, 4th Main Road,  
Sipcot IT Park,  
Siruseri (Off OMR)  
Chennai -603103

Mob: +91-7010873410 / 9944320964 /9384051514  
Tel: +91-44-47414000 Extn:4071  
Mail: [vibhakar.sudhakar@datapatterns.co.in](mailto:vibhakar.sudhakar@datapatterns.co.in)  
[www.datapatternsindia.com](http://www.datapatternsindia.com)

**Dhana** <[sekarpandiandhana@gmail.com](mailto:sekarpandiandhana@gmail.com)>  
To: [ppraja200@gmail.com](mailto:ppraja200@gmail.com)

Sat, 6 May, 2023 at 12:29

----- Forwarded message -----

From: **vibhakar.sudhakar** <[vibhakar.sudhakar@datapatterns.co.in](mailto:vibhakar.sudhakar@datapatterns.co.in)>  
Date: Thu, Sep 22, 2022, 7:37 PM  
Subject: Re: {Size} Data Patterns (India) Ltd - Internship Joining Letter  
To: Dhana <[sekarpandiandhana@gmail.com](mailto:sekarpandiandhana@gmail.com)>

Dear Dhanasekara,

Kindly send the required details.

**Your Name :**

**Guarantor's Name :**

**Guarantor's Father's name :**

**Guarantor's permanent address :**

**Please note that the guarantor has to be only your father/mother, if alive. Else, please contact us for other options.**

On 9/16/2022 1:02 PM, Dhana wrote:

**[EXTERNAL EMAIL]: Use caution when replying, following links or opening attachments.**

Dear sir,

Thank you for the opportunity. I am accepting the offer. I'll be joining by the date. I'll be submitting the details in person.

[Quoted text hidden]

[Quoted text hidden]

\*\*\*\*\* CAUTION - Disclaimer \*\*\*\*\*

This email may contain confidential and privileged material for the sole use of the intended recipient(s). Any review, use, retention, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply email and delete all copies of this message. Also, email is susceptible to data corruption, interception, tampering, unauthorized amendment and viruses. We only send and receive emails on the basis that we are not liable for any such corruption, interception, tampering, amendment or viruses or any consequence thereof.

\*\*\*\*\* End of Disclaimer \*\*\*\*\* [Data Patterns ITS Group](#)\*\*\*\*\*



# Exaltica - Offer Letter



- +91 9344645495
- [hr@exaltica.in](mailto:hr@exaltica.in)
- [www.exaltica.in](http://www.exaltica.in)

Dear Dharika,

On behalf of Exaltica, I am pleased to offer you the position of Business Development Associate/Trainee. We believe your skills, aptitude and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at Exaltica.

The date of your joining us is 20-03-2023 at the following terms of engagement as outlined below. This offer is only valid within 24 hours of the offer issuing date (accept the offer within 24 hours). Working Hours -The working hours of the firm are 11:00 am to 8:30 pm six days a week with Lunch break from 2 pm to 4 pm. We do not follow flexi hours, so it is mandatory to complete the working hours. First 21 days are probation periods. After completing the probation period, you will become a permanent trainee of the organization. You will be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern or trainee and the Manager. Absence from work - Salary will not be paid for periods of unauthorized absence.

**Location** - Work From Home Work.

You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position. Working in Shift - You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Confidentiality** - In the ordinary course of your Training Program you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment..

**Restriction After Termination of the Job** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the Training Program.

To protect the interests of the Company you are bound by a 3-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the Firm.

**Intellectual Property** - You agree that during your Training Program the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

### **Termination**

a) The Company will be entitled to disqualify or change your profile of your participation with the offered package in the training program by giving you 24 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause and with or without any monetary compensation. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification or profile change on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, will-full misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification or profile change will be immediate and without any notice or compensation.

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

**Resignation** - During the period of the Training Program, you are required to give the company at least fifteen days' calendar months notice in writing. In case the notice period as per the terms of the Training Program is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

**Training** - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and/or business processes. The cost of the training shall be borne by the Company and you shall endeavor to put in your best to gain the knowledge and skills imparted during the training sessions.

**Data Protection** - Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval. You do not access information that you are not otherwise authorized to view. You do not access systems and IT infrastructure that you are not authorized to use. You do not treat personal data carelessly. You secure all printouts away when not in use. You do not share your passwords with any unauthorized person.

**Personal Data** - Consent In consideration of being employed by Exaltica, I hereby expressly agree as follows: Exaltica may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Exaltica may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**ANNEXURE**

**CTC:** (Fixed +Variable Component) = Rs. 10000 + Rs. 8000\* = Rs. 18000/Month.

**BDA :** (Successful completion of the criteria ) = 4.5 LPA + 1.5 LPA = 6 LPA Incentives

Acceptance – You hereby accept the terms of the Training Program. Please sign(e-sign) the offer letter in duplicate and return us one copy.

*Thy.*

Thirumoorthy S ,

HR Department

Employee name : \_\_\_\_\_

Employee sign : \_\_\_\_\_



## Internship Offer Letter

19-Dec-2022

Ms. Divya Varshini  
Madurai

Dear Ms. Divya Varshini ,

Further to our discussions and as part of your ongoing academic curriculum, CareerNet Technologies Pvt. Ltd. hereby referred to as the 'Company', is pleased to offer you an opportunity for internship with our client Apteam India Private Limited for six (6) months effective 04-Jan-2023.

Your internship will be at the client's offices at Madurai. During your internship, you will be trained on certain specialised projects relating to our client, Apteam India Private Limited. However, all the legal obligations relating to this internship arrangement shall be the responsibility of the Company.

The break-up of your salary is given in Annexure 1.

The term of the internship period may be reduced or extended or otherwise modified at the sole discretion of the Company, without assigning any reason whatsoever. The Company also reserves the right to discontinue the internship for any reason whatsoever.

Upon successful completion of your internship, you shall be entitled to a certificate of internship from the Company. Additionally, we will also recommend your name to Apteam for their evaluation for a full-time employment, subject to the following conditions:

1. Successfully meeting the training criteria, goals and indicators during your internship period.
2. Submission of all the relevant documents requested by the Company.
3. Successful completion of your Graduate / Master's degree, as appropriate.
4. Successfully clearing any and all background checks that may be conducted.

You agree and understand that your relationship with the Company or Apteam shall not be construed as an employer - employee relationship. You understand and acknowledge that nothing contained in this letter shall be construed as a confirmation or guarantee of employment with the Company or Apteam.

You understand that this internship is being extended to you under strict confidence. By signing below, you agree not to disclose the details of the internship or the terms of this letter, except as may be required by applicable law.

During the term of your internship, you may have access to confidential and proprietary information of the Company, Apteam or their business. You understand and acknowledge that it is essential to the conduct of Company and Apteam's business and to the protection of its clients' interests that all information and knowledge acquired by you during your internship be kept strictly confidential.

You hereby agree and undertake not to misuse or wrongfully disclose or disseminate this information to any person either during or after the term of your internship.

Either the company or you may at any time terminate this agreement by giving in writing to the other party 30 Days notice.

The company may immediately and without notice, terminate your services, in case of any substantial or continued unwillingness or inability to perform duties assigned to you or unsatisfactory job performance at the



On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company or our Client where you have been deputed:

1. Any material items belonging to the Company 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).
2. Any physical company documents that you may have in your possession.
3. Any other company assets within your control.

You shall be entitled to leaves and holidays accordingly to Company Policy.

You recognize and agree that the Company shall be entitled to recover from you any losses suffered by the Company or Aptean on account of any damage, theft or misuse of the Company's and/or Aptean's physical Assets or intellectual properties, whilst in your custody or while entrusted to you during the term of your internship.

This internship offer shall automatically be null and void if the Company does not receive your acceptance as below and returning a copy of this letter to us within 3 working days from the date of the letter. Please arrange to send a copy of your student ID card and no objection letter from your college / university.

If you have any specific questions about this internship offer, please contact the undersigned.

We wishing you a happy learning experience.

Sincerely,

**For CareerNet Technologies Pvt. Ltd.**

**Sunita Thakur**

**Associate Vice President**

Digitally Signed by Sunita Thakur

Date: 19-12-2022 07:30:32 +0000

Reason:

Location: Bangalore

Contact: Sunita Thakur

**Authorized Signatory**



### Annexure-1

Components	Monthly (INR)
Basic Salary	13,000
House Rent Allowance	6,000
Special Allowance	2,900
Statutory Bonus	850
<b>Gross Total Earnings (A)</b>	<b>24,750</b>
Professional Tax	208
<b>Total Deductions (B)</b>	<b>208</b>
<b>Net Salary (A-B)</b>	<b>24,542</b>
Personal Accident Insurance & Group Medical Insurance	250
<b>Total Benefits (C)</b>	<b>250</b>
<b>Total Cost to Company (A+C)</b>	<b>25,000</b>

Income Tax applicable as per Government regulation.

- Employee will be eligible for Term Life Insurance Self (Rs.5 Lacs) and Personal Medical Insurance Self (Rs.2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- CTC- Cost to Company.
- \*Your Gross Salary will be reduced by this amount.



### Privity HR Solutions Private Limited

Reg. ON: K223, Dagekhigh Street, Toward Nagar, Madurai-625026 CIN: U72300TN2019PTC128404  
+91-7418728900 support@privityhr.com www.promptop.com

02-Feb-2023

#### Internship offer

Dear Gokul Indira,

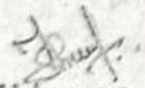
Following your recent interview, I am pleased to invite you to join our team at PrivityHR solutions Pvt.Ltd for the internship training. You will be appointed as a Trainee Engineer. You will be paid a stipend of 10,000 INR. You are requested to report on **01-Feb-2023**. Your employment will be governed by general terms and conditions of the company as outlined below.

#### Internship Period:

The internship program will consist of classroom training and POC developing. The duration of the internship will be a minimum of **6 months (180 days need to be complete)**. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the internship training. Appointment letter will be issued to you upon successful completion of internship and after completion of joining formalities.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information. Termination part of your internship program will be based on your internship period performance. Termination will be implemented immediately during your internship program. My hearty congratulations for keep evolving and helping our organization to scale better. I wish and guarantee a challenging, rewarding and enjoyable career.

Thanks,

  
Aishwarya  
HR- Specialist



I accept the above offer and agree to its terms and conditions.

R.  
GOKUL INDIRA R  
NAME

R. Gokul Indira.  
SIGNATURE

Madurai | 2/2/23  
PLACE & DATE



## Letter of Intent (LOI)

**Superset ID: 3617235**

**Date: November 25, 2022**

**Dear Jeya Sangeetha,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

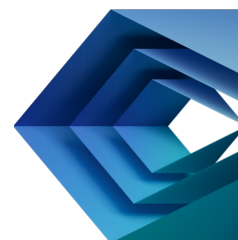
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



# Exaltica - Offer Letter



- +91 9344645495
- [hr@exaltica.in](mailto:hr@exaltica.in)
- [www.exaltica.in](http://www.exaltica.in)

Dear Jona Gabriel,

On behalf of Exaltica, I am pleased to offer you the position of Business Development Associate/Trainee. We believe your skills, aptitude and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at Exaltica.

The date of your joining us is 27-03-2023 at the following terms of engagement as outlined below. This offer is only valid within 24 hours of the offer issuing date (accept the offer within 24 hours). Working Hours -The working hours of the firm are 11:00 am to 8:30 pm six days a week with Lunch break from 2 pm to 4 pm. We do not follow flexi hours, so it is mandatory to complete the working hours. First 21 days are probation periods. After completing the probation period, you will become a permanent trainee of the organization. You will be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern or trainee and the Manager. Absence from work - Salary will not be paid for periods of unauthorized absence.

**Location** - Work From Home Work.

You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position. Working in Shift - You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Confidentiality** - In the ordinary course of your Training Program you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment..

**Restriction After Termination of the Job** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the Training Program.

To protect the interests of the Company you are bound by a 3-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the Firm.

**Intellectual Property** - You agree that during your Training Program the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

### **Termination**

a) The Company will be entitled to disqualify or change your profile of your participation with the offered package in the training program by giving you 24 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause and with or without any monetary compensation. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification or profile change on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, will-full misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification or profile change will be immediate and without any notice or compensation.

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

**Resignation** - During the period of the Training Program, you are required to give the company at least fifteen days' calendar months notice in writing. In case the notice period as per the terms of the Training Program is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

**Training** - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and/or business processes. The cost of the training shall be borne by the Company and you shall endeavor to put in your best to gain the knowledge and skills imparted during the training sessions.

**Data Protection** - Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval. You do not access information that you are not otherwise authorized to view. You do not access systems and IT infrastructure that you are not authorized to use. You do not treat personal data carelessly. You secure all printouts away when not in use. You do not share your passwords with any unauthorized person.

**Personal Data** - Consent In consideration of being employed by Exaltica, I hereby expressly agree as follows: Exaltica may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Exaltica may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**ANNEXURE**

**CTC:** (Fixed +Variable Component) = Rs. 10000 + Rs. 8000\* = Rs. 18000/Month.

**BDA :** (Successful completion of the criteria ) = 4.5 LPA + 1.5 LPA = 6 LPA Incentives

Acceptance – You hereby accept the terms of the Training Program. Please sign(e-sign) the offer letter in duplicate and return us one copy.

*Thy.*

Thirumoorthy S ,

HR Department

Employee name : \_\_\_\_\_

Employee sign : \_\_\_\_\_

# Exaltica - Offer Letter



- +91 9344645495
- [hr@exaltica.in](mailto:hr@exaltica.in)
- [www.exaltica.in](http://www.exaltica.in)

Dear Karthikeyan,

On behalf of Exaltica, I am pleased to offer you the position of Business Development Associate/Trainee. We believe your skills, aptitude and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at Exaltica.

The date of your joining us is 27-03-2023 at the following terms of engagement as outlined below. This offer is only valid within 24 hours of the offer issuing date (accept the offer within 24 hours). Working Hours -The working hours of the firm are 11:00 am to 8:30 pm six days a week with Lunch break from 2 pm to 4 pm. We do not follow flexi hours, so it is mandatory to complete the working hours. First 21 days are probation periods. After completing the probation period, you will become a permanent trainee of the organization. You will be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern or trainee and the Manager. Absence from work - Salary will not be paid for periods of unauthorized absence.

**Location** - Work From Home Work.

You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position. Working in Shift - You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Confidentiality** - In the ordinary course of your Training Program you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment..

**Restriction After Termination of the Job** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the Training Program.

To protect the interests of the Company you are bound by a 3-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the Firm.

**Intellectual Property** - You agree that during your Training Program the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

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b) In the event of disqualification or profile change on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, will-full misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification or profile change will be immediate and without any notice or compensation.

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

**Resignation** - During the period of the Training Program, you are required to give the company at least fifteen days' calendar months notice in writing. In case the notice period as per the terms of the Training Program is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

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**Data Protection** - Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval. You do not access information that you are not otherwise authorized to view. You do not access systems and IT infrastructure that you are not authorized to use. You do not treat personal data carelessly. You secure all printouts away when not in use. You do not share your passwords with any unauthorized person.



**Personal Data** - Consent In consideration of being employed by Exaltica, I hereby expressly agree as follows: Exaltica may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Exaltica may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**ANNEXURE**

**CTC:** (Fixed +Variable Component) = Rs. 10000 + Rs. 8000\* = Rs. 18000/Month.

**BDA :** (Successful completion of the criteria ) = 4.5 LPA + 1.5 LPA = 6 LPA Incentives

Acceptance – You hereby accept the terms of the Training Program. Please sign(e-sign) the offer letter in duplicate and return us one copy.

*Thy.*

Thirumoorthy S ,

HR Department

Employee name : \_\_\_\_\_

Employee sign : \_\_\_\_\_

**Offer: Computer Consultancy**

**Ref: TCSL/DT20222948367/Chennai**

**Date: 25/11/2022**

Mr. Keerthi Vasan N  
110,Valavandhan Street,Ramamoorthy Nagar,C.I.T.U Colony,,  
New Vilangudi,  
Madurai-625018,  
Tamil Nadu.  
Tel# 91-9566887401

Dear Keerthi Vasan N,

**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 &

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.

## **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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

## **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses 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**

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.

### **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

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 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

## 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 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)
  - 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 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.

**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

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Keerthi Vasan N</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Kamaraj College Of Engg. &amp; Tech</b>

Table 1: Compensation Details (All Components in INR)

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

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

## Annexure 2

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

Date: 27/09/22

Lavanya S,  
365 Matha kovil street,  
Devipattinam, Sivagiri.

Dear Lavanya,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationship with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**

Lavanya S,  
365 Matha kovil street,  
Devipattinam, Sivagiri.

Dear Lavanya,

Congratulations! We are delighted to make you an offer as Software Engineer Intern and your role is **Software Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your tentative scheduled date of Joining will be **1<sup>st</sup> December, 2022**. In case of inconvenience of either parties, adjustments can be made on the joining date.

### Location

Your location of posting is at Tirunelveli. You may be asked to relocate to any of our units, departments or the offices of our affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

### Leave

You are entitled to Earned Leave for 12 working days annually, right from your date of joining. If you take leave on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. You hereby acknowledge and agree that your Service Period shall be extended by the number of days of leave taken on LOP.

### Agreement

Our offer to you as Software Engineer is subject to the execution of the Service Agreement. The Service Agreement details i.e., the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Centizen Inc., from the date of your joining and up to a period of 30 months including internship and training period. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the Service Agreement will result in denial of employment with the Company.



## Salary

Your Stipend for the Internship period of first six months will be **INR 10,000 per month**. After internship your Total Gross Salary will be **INR 25,625 per month**. There will be an increment in your salary based on your performance after the completion of two years' service. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I and Annexure – II.

## Notice period

During the service period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company.

On confirmation, you will be required to give three months' notice in case you decide to leave our services, subject to the Company's discretion.

Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving two months' notice. Notice period can be served only after the service agreement period.

## Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Centizen Inc. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained

herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Tirunelveli, India.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

We welcome you to the Centizen and wish you a rewarding career over the years to come.

Yours sincerely,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name      Location

**ANNEXURE – I**  
**(Compensation after Six months)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
ROLE	<b>Software Engineer</b>
ROLE DESIGNATION	<b>Software Engineer</b>
<b>MONTHLY COMPONENTS</b>	
BASIC SALARY	12, 813
HRA	5,125
BASKET OF ALLOWANCES (This is to be used towards LTA, Medical Allowance, Children’s Education Allowance, Transport Allowance)	7,687
<b>MONTHLY GROSS SALARY</b>	<b>25,625</b>
<b>Yearly bonus will be provided based on the individual performance (Performance Pay)</b>	<b>0 to 46,250 Per annum</b>
<b>Yearly bonus will be provided based on the company performance (Performance Pay)</b>	<b>0 to 46,250 Per annum</b>

**ANNEXURE-II**  
**(Compensation for the first Six months)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
ROLE	<b>Software Engineer</b>
ROLE DESIGNATION	<b>Software Engineer Intern</b>
<b>MONTHLY COMPONENTS</b>	
STIPEND PER MONTH	<b>10,000</b>

## Letter of Intent (LOI)

**Superset ID: 3634781**

**Date: November 25, 2022**

**Dear Leena Velni Sagaya Rajan,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



Date: 28/09/22

Malathi F,  
198,A ,S.M.C Cottage, Bethani nagar,  
Pasumalai, Madurai-4.

Dear Malathi,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationship with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**

Malathi F,  
198,A ,S.M.C Cottage, Bethani nagar,  
Pasumalai, Madurai-4.

Dear Malathi,

Congratulations! We are delighted to make you an offer as Software Engineer Intern and your role is **Software Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your tentative scheduled date of Joining will be **1<sup>st</sup> December, 2022**. In case of inconvenience of either parties, adjustments can be made on the joining date.

### Location

Your location of posting is at Tirunelveli. You may be asked to relocate to any of our units, departments or the offices of our affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

### Leave

You are entitled to Earned Leave for 12 working days annually, right from your date of joining. If you take leave on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. You hereby acknowledge and agree that your Service Period shall be extended by the number of days of leave taken on LOP.

### Agreement

Our offer to you as Software Engineer is subject to the execution of the Service Agreement. The Service Agreement details i.e., the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Centizen Inc., from the date of your joining and up to a period of 30 months including internship and training period. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the Service Agreement will result in denial of employment with the Company.

## Salary

Your Stipend for the Internship period of first six months will be **INR 10,000 per month**. After internship your Total Gross Salary will be **INR 25,625 per month**. There will be an increment in your salary based on your performance after the completion of two years' service. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I and Annexure – II.

## Notice period

During the service period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company.

On confirmation, you will be required to give three months' notice in case you decide to leave our services, subject to the Company's discretion.

Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving two months' notice. Notice period can be served only after the service agreement period.

## Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Centizen Inc. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained

herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Tirunelveli, India.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

We welcome you to the Centizen and wish you a rewarding career over the years to come.

Yours sincerely,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name      Location



**ANNEXURE – I**  
**(Compensation after Six months)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
ROLE	<b>Software Engineer</b>
ROLE DESIGNATION	<b>Software Engineer</b>
<b>MONTHLY COMPONENTS</b>	
BASIC SALARY	12, 813
HRA	5,125
BASKET OF ALLOWANCES (This is to be used towards LTA, Medical Allowance, Children’s Education Allowance, Transport Allowance)	7,687
<b>MONTHLY GROSS SALARY</b>	<b>25,625</b>
<b>Yearly bonus will be provided based on the individual performance (Performance Pay)</b>	<b>0 to 46,250 Per annum</b>
<b>Yearly bonus will be provided based on the company performance (Performance Pay)</b>	<b>0 to 46,250 Per annum</b>

**ANNEXURE-II**  
**(Compensation for the first Six months)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
ROLE	<b>Software Engineer</b>
ROLE DESIGNATION	<b>Software Engineer Intern</b>
<b>MONTHLY COMPONENTS</b>	
STIPEND PER MONTH	<b>10,000</b>

## Letter of Intent (LOI)

**Superset ID: 3601422**

**Date: November 25, 2022**

**Dear NAGARJUN G,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

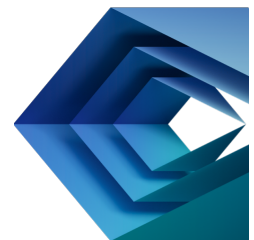
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





**Kumbhaatech Solutions (OPC) Private Limited**

## **OFFER LETTER**

**Date: 31 March 2023**

Dear **Mr. Naren G,**

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of **Junior - Software developer.**

Your Date of Joining is **03 April 2023**

Your Monthly take home salary will be **Rs. 12,000/- (Twelve thousand only).**

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us, you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

- Passport size Photograph (2 copies)
- Copy of PAN card
- Photo ID proof
- Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]
- Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)
- Copy of Employment/Service Certificate from the previous employer
- Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

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

**For, Kumbhaatech Solutions (OPC) Pvt. Ltd.,**

  
**Hariharan.V**

**Managing Director**

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20223057845/Chennai**  
**Date: 24/11/2022**

Ms. Nithya Shri J  
2110 A1 Vinayagar Colony,  
Viswanatham , Sivakasi,  
Sivakasi-626123,  
Tamilnadu.  
Tel# 91-95858

Dear Nithya Shri J,

**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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements 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 &

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.

## **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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

## **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses 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**

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.

### **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

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

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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

### **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 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)
- 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 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.

#### **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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Nithya Shri J</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Kamaraj College Of Engg. &amp; Tech</b>

Table 1: Compensation Details (All Components in INR)

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

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

## Annexure 2

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





## HCL || Final Confirmation || Batch 2023

9 messages

Juisha Thomas <juisha\_thomas@hcl.com>  
To: NIVETHAB2301@GMAIL.COM <NIVETHAB2301@gmail.com>

Fri, 24 Mar 2023 at 2:59 pm

Dear Candidate,

Greetings from HCLTech!

We are glad to inform you that you have been selected for the opportunity with HCL.

Registered Name	College	UG - Degree Specialization
NIVETHA.B	KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY

### Important Points:

1. CTC offered: INR 4.25 LPA
2. Selected Candidate should be willing to work on any assignment assigned by HCL Technologies including 24\*7 operations and Shifts, willing to learn.
3. Selected Candidate should be Willing to work in any location within India or abroad as assigned by HCL Technologies.
4. Service Agreement for 12 Months (as applicable). In case you leave before completing 12 months, you are liable to pay 50K to the organization.

### Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

1. Minimum 70% /7.0 CGPA throughout in all academics (10th, 12th/Diploma & Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2023 & Specialization in Circuit Branch only.

**Pre-Joining Training (if applicable) will be triggered and the same needs to be completed prior to joining.**

**Please acknowledge the email with consent that you are blocked for HCL and should not be appearing for other organizations. You should join HCL.**

Regards

Juisha Thomas

Campus Hiring Team



## Zoho Corporation Private Limited

Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

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

DTA UNIT

Date: 04-May-2023

To

Mr.PANDI RAJA P,  
NO 13,THIRUPATHI ILLAM,  
VALLALAR STREET, JAIHINDPURAM,  
MADURAI-625011, TAMIL NADU.

Dear Mr.PANDI RAJA 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 3-6 months. During this period you will be paid a monthly stipend of Rs.20000/- (**RUPEES TWENTY 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 willfully 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 **03-Jun-2023**. 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 ZOHOCORPORATION PRIVATE LIMITED

A handwritten signature in blue ink that reads 'M.J. Sohail' with a long horizontal stroke extending to the right.

M.J.Sohail

Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance: 04 May 2023

Name : Pandi Raja P

Place : Madurai



**ANNEXURE A**

**NAME** : PANDI RAJA P  
**DESIGNATION** : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
<b>Gross Salary</b>	<b>47600</b>	<b>571200</b>
Employer Provident Fund (12% of Basic+TA)*	2400	28800
<b>Cost To Company (CTC)</b>	<b>50000</b>	<b>600000</b>
Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>700000</b>

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

**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

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

**GRATUITY**

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



## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

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

### **TRANSPORTATION FACILITY**

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

### **DEVICES AND GADGETS**

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

### **FOOD AND SNACKS**

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

### **RECREATIONAL FACILITY**

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

### **TEAM TREAT AND TRIP**

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

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Medidaim policy for a sum insured of Rs.300000/- (**RUPEES FIVE 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*



## Zoho Corporation Private Limited

Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603 202.  
Ph: +91 - 44 - 6744 7070  
www.zohocorp.com

DTA UNIT

Date: 02-May-2023

To

Ms.PRIYANKA M,  
242/1 ALAGU PALANI STREET,  
ANUPPANADI,  
MADURAI-625009, TAMIL NADU.

Dear Ms.PRIYANKA 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.20000/- (RUPEES TWENTY 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 **01-Jun-2023**. 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

A handwritten signature in black ink, appearing to read 'M.J. Sohail', with a long horizontal flourish extending to the right.

M.J.Sohail

Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance:

Name : Priyanka M

Place :



**ANNEXURE A**

**NAME** : PRIYANKA M  
**DESIGNATION** : MEMBER TECHNICAL STAFF

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
<b>Gross Salary</b>	<b>38080</b>	<b>456960</b>
Employer Provident Fund (12% of Basic+TA)*	1920	23040
<b>Cost To Company (CTC)</b>	<b>40000</b>	<b>480000</b>
Prosperity Sharing Plan		80000
<b>Compensation for the first year</b>		<b>560000</b>

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

**OTHER BENEFITS:**

**PROSPERITY SHARING PLAN**

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

**GRATUITY**

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



## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

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

### **TRANSPORTATION FACILITY**

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

### **DEVICES AND GADGETS**

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

### **FOOD AND SNACKS**

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

### **RECREATIONAL FACILITY**

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

### **TEAM TREAT AND TRIP**

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

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE 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*

## Letter of Intent (LOI)

**Superset ID: 3608151**

**Date: November 25, 2022**

**Dear Sangeetha N,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



# Exaltica - Offer Letter



- +91 9344645495
- [hr@exaltica.in](mailto:hr@exaltica.in)
- [www.exaltica.in](http://www.exaltica.in)

Dear Sangeeta,

On behalf of Exaltica, I am pleased to offer you the position of Business Development Associate/Trainee. We believe your skills, aptitude and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at Exaltica LLP.

The date of your joining us is 2022-12-26 at the following terms of engagement as outlined below. This offer is only valid within 24 hours of the offer issuing date (accept the offer within 24 hours). Working Hours -The working hours of the firm are 10:30 am to 8:30 pm six days a week with Lunch break from 2 pm to 4 pm. We do not follow flexi hours, so it is mandatory to complete the working hours.

You will be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern and the Manager. Absence from work - Salary will not be paid for periods of unauthorized absence.

**Location** - Work From Home Work.

You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position. Working in Shift - You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Confidentiality** - In the ordinary course of your Training Program you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment..

**Restriction After Termination of the Job** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the Training Program.

To protect the interests of the Company you are bound by a 3-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the Firm.

**Intellectual Property** - You agree that during your Training Program the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

## **Termination**

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause and with or without any compensation. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, will-full misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.



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

**Resignation** - During the period of the Training Program, you are required to give the company at least fifteen days' calendar months notice in writing. In case the notice period as per the terms of the Training Program is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

**Training** - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and/or business processes. The cost of the training shall be borne by the Company and you shall endeavor to put in your best to gain the knowledge and skills imparted during the training sessions.

**Data Protection** - Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval. You do not access information that you are not otherwise authorised to view. You do not access systems and IT infrastructure that you are not authorised to use. You do not treat personal data carelessly. You secure all printouts away when not in use. You do not share your passwords with any unauthorized person.

**Personal Data** - Consent In consideration of being employed by Exaltica LLP, I hereby expressly agree as follows: Exaltica LLP may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Exaltica LLP may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**ANNEXURE**

**CTC:** (Fixed +Variable Component) = Rs. 10000 + Rs. 8000\* = Rs. 18000/Month.

**BDA :** (Successful completion of the criteria ) = 4.5LPA + Incentives

Acceptance – You hereby accept the terms of the Training Program. Please sign(e-sign) the offer letter in duplicate and return us one copy.

*Thy.*

Thirumoorthy S ,

HR Department

Employee name : \_\_\_\_\_

Employee sign : \_\_\_\_\_

## Letter of Intent (LOI)

**Superset ID: 3629240**

**Date: November 25, 2022**

**Dear Santhosh G,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

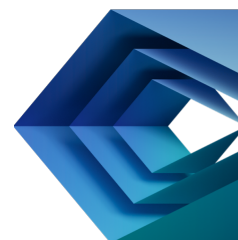
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



## Letter of Intent (LOI)

Superset ID: 3632631

Date: November 25, 2022

Dear Saranya,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

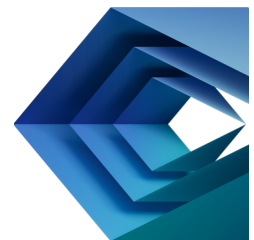
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



## **OFFER LETTER**

### **TO SHREE RAM PANDIAN S**

We are happy to welcome you on board as BUSINESS DEVELOPEMENT OFFICER in our company. During the training period you will be working as SALES OFFICER and we will evaluate you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance Basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

<b>TRAINING TASK</b>	RS. 2 LAKHS PREMIUM
<b>TRAINING AREAS</b>	INSURANCE BASICS TRAINING, KYC & AML
<b>SKILLS</b>	COMMUNICATION, INTER PERSONAL SKILLS & CORPORATE WORKING CULTURE
<b>TRAINING PERIOD</b>	<b>60 DAYS : (03.02.2023) to (03.04.2023)</b>
<b>STIPEND</b>	RS. 15,000/-
<i>*Stipend is subject to change based on the achievement of task</i>	

The above mentioned task different from candidates knowledge and skills, We expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as BUSINESS DEVELOPMENT OFFICER in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Based on Performance you will eligible for Quarterly & Annual Bonus
3. Constant Career growth will be provided
4. Every Month you will get some reward and recognition

### **Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

**ANNEXURE – I**

**TERMS AND CONDITIONS:**

1. You will be eligible to be promoted as **BUSINESS DEVELOPMENT OFFICER** only after the successful completion of your task within the specified training period of 60 days.
2. Providing daily activity report to the concerned **REPORTING MANAGER** is mandatory.
3. If your performance is not satisfactory or if the specified task is not achieved your training will be extended by 15-day increments.
4. Your performance will be reviewed on weekly basis on production of business and profitability. The company shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance.
5. Confidentiality: (a) During the course of your employment, you may learn or acquire information, which is confidential or proprietary of the company or its affiliates/ clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, individual, company or any other organization. (b) Any documents or things in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the company. Such information could be in the form of documents, designs, data, trade secrets, computer codes, source codes, accounts, soft copy, computer print outs, etc and you will not part with such documents/ information with any person, company, organization.
6. In case of resigning from the services of the company, prior intimation should be provided to the concerned reporting manager and a proper letter of resignation should be submitted.

SIMPL has pleasure in welcoming you on board. We wish you to have a long and mutually beneficial association with us.



**SENIOR BRANCH HEAD,**



**AUTHORIZED SEAL**

**ACCEPTANCE OF OFFER**

I, \_\_\_\_\_ agree to the services terms and conditions mentioned in this letter and enclosed details

\*The fees which is taken from you for the **INSURANCE BASIC TRAINING** Training is non - refundable.

DATE:

SIGNATURE:

# Exaltica - Offer Letter



- +91 9344645495
- [hr@exaltica.in](mailto:hr@exaltica.in)
- [www.exaltica.in](http://www.exaltica.in)

Dear Shyamala,

On behalf of Exaltica, I am pleased to offer you the position of Business Development Associate/Trainee. We believe your skills, aptitude and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at Exaltica.

The date of your joining us is 20-03-2023 at the following terms of engagement as outlined below. This offer is only valid within 24 hours of the offer issuing date (accept the offer within 24 hours). Working Hours -The working hours of the firm are 11:00 am to 8:30 pm six days a week with Lunch break from 2 pm to 4 pm. We do not follow flexi hours, so it is mandatory to complete the working hours. First 21 days are probation periods. After completing the probation period, you will become a permanent trainee of the organization. You will be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern or trainee and the Manager. Absence from work - Salary will not be paid for periods of unauthorized absence.

**Location** - Work From Home Work.

You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position. Working in Shift - You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Confidentiality** - In the ordinary course of your Training Program you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment..

**Restriction After Termination of the Job** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the Training Program.

To protect the interests of the Company you are bound by a 3-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the Firm.

**Intellectual Property** - You agree that during your Training Program the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

### **Termination**

a) The Company will be entitled to disqualify or change your profile of your participation with the offered package in the training program by giving you 24 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause and with or without any monetary compensation. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification or profile change on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, will-full misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification or profile change will be immediate and without any notice or compensation.



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

**Resignation** - During the period of the Training Program, you are required to give the company at least fifteen days' calendar months notice in writing. In case the notice period as per the terms of the Training Program is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

**Training** - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and/or business processes. The cost of the training shall be borne by the Company and you shall endeavor to put in your best to gain the knowledge and skills imparted during the training sessions.

**Data Protection** - Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval. You do not access information that you are not otherwise authorized to view. You do not access systems and IT infrastructure that you are not authorized to use. You do not treat personal data carelessly. You secure all printouts away when not in use. You do not share your passwords with any unauthorized person.

**Personal Data** - Consent In consideration of being employed by Exaltica, I hereby expressly agree as follows: Exaltica may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Exaltica may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**ANNEXURE**

**CTC:** (Fixed +Variable Component) = Rs. 10000 + Rs. 8000\* = Rs. 18000/Month.

**BDA :** (Successful completion of the criteria ) = 4.5 LPA + 1.5 LPA = 6 LPA Incentives

Acceptance – You hereby accept the terms of the Training Program. Please sign(e-sign) the offer letter in duplicate and return us one copy.

*Thy.*

Thirumoorthy S ,

HR Department

Employee name : \_\_\_\_\_

Employee sign : \_\_\_\_\_



## Genxlead | Job Offer | Shiva

Prakash G Inbox

H R 18 Mar

to me, Nanditha, Immanuel, Paul,...



Hi Shiva,

Hearty Congratulations!!

We are delighted to have you join the Genxlead family and contribute to our success.

We formally offer you the position as "**Trainee Software Engineer**" and your gross salary would be ₹ **15,000/-** per month.

Your expected joining date is **03-Apr-2023** and your reporting time is **09:30am**. You will receive a detailed appointment letter after joining.

**Please do carry the following documents on the date of joining:**

- 4 passport size photographs.
- Photocopy of 10<sup>th</sup> marksheet, 12<sup>th</sup> marksheet and graduation certificates (consolidated marksheet, provisional & degree certificate), along with the originals for verification.
- Photocopy of ID proof (Driving License, Voter ID, Aadhar Card, PAN Card - All 4).
- Photocopy of address proof (Ration Card or Passport).
- Appointment letter and relieving letter from previous employers (if applicable).
- Last 3 months pay slip and form 16 (if applicable).

We are looking forward for you to join hands with Genxlead. Kindly



## Letter of Intent (LOI)

Superset ID: 3633770

Date: November 25, 2022

Dear Srinithi B,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

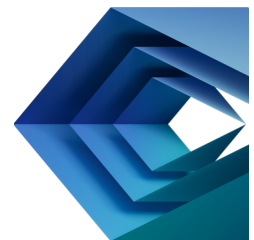
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





Name : Sri Ram Murthi K

Guarantor Name : Kannan S

Guarantor Father Name :Srinivasan E

Guarantor Permanent Address :

13/138, Narayanasamy Kovil Street, Ambalavanapuram,  
Vickramasingapuram,  
Tirunelveli-627425.

On Thu, 22 Sep 2022, 7:35 pm vibhakar.sudhakar, <[vibhakar.sudhakar@datapatterns.co.in](mailto:vibhakar.sudhakar@datapatterns.co.in)> wrote:

Dear Sriram,

Send the required details.

**Your Name :**

**Guarantor's Name :**

**Guarantor's Father's name :**

**Guarantor's permanent address :**

**Please note that the guarantor has to be only your father/mother, if alive. Else, please contact us for other options.**

On 9/16/2022 11:29 AM, sriram murthi wrote:

**[EXTERNAL EMAIL]: Use caution when replying, following links or opening attachments.**

Dear sir,

Thank you for the opportunity.I accepting the offer. We'll be joining by the date. I'll submitting the details in person.

On Wed, 14 Sep 2022, 4:39 pm vibhakar.sudhakar, <[vibhakar.sudhakar@datapatterns.co.in](mailto:vibhakar.sudhakar@datapatterns.co.in)> wrote:

Dear Sri Ram Murthi,

Greetings from Data Patterns !!!!

We are pleased to inform you that we are offering you the position of **Project Trainee** in our organization.

**Your date of Joining will be 19th Sep 2022 (Monday) @ 8.30 am**

**During the training you will be paid a stipend of Rs. 15,000 /- per month**

**During the internship period (Project Trainee) company transport will be charged @ Rs.250 per month and lunch will be charged @ Rs. 10 /- per day.**

**You can use public/own transport and also bring lunch from your Hostel / PG / Home if you want.**

You need to sign a **Service Agreement soon after your joining**; the duration of your internship in months + 36 months will be the total agreement period. For eg if you join on 19th Sep then the agreement will be for 46 months (10 months as a Project Trainee and 36 months once you come on our rolls as a permanent employee)

Attached is the list documents you have to mail (soft copy) and submit (hard copy) on **19th Sep 2022 (Monday)**

---

## EMPLOYMENT OFFER LETTER

**Ref No: 80-2023-EOL**

**Date: 29-May-2023**

**N. Umamaheswari**

Dear Umamaheswari,

We are pleased to offer you the position of **Associate Software Developer** in **Cloud SCS Technologies Private Limited ("Company")**, having registered office at Chennai, India, with a start date of **June-1-2023**.

This letter sets forth the terms and conditions of your employment with the Company. It is important that you understand clearly both what your benefits are and what the Company expects of you. By signing this letter, you will be acknowledging and agreeing to the following terms of employment.

### **Duties**

Your job title ("position") will be **Associate Software Developer**, reporting to the **Director, Software Engineering - R&D** of Cloud SCS Technologies. While employed in this position, you will have all the duties and responsibilities that are normally associated with your position and other responsibilities as your Head of Cloud SCS Technologies and the Company may reasonably determine.

### **Probation**

**NA**

### **Compensation**

Annual Cost to Company (CTC) **INR 4,00,000/-**, subject to deductions in accordance with the Company's payroll processing procedures, policies and applicable state, central and local laws, rules and regulations. Refer **Annexure I** for the structure of the annual compensation.

### **Documents Submission**

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure II**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at the Company.

### **Reimbursement of Expenses**

You will be entitled to reimbursement for reasonable business expenses that are documented by you and incurred in the ordinary course of business in accordance with the Company's standard policies and procedures.



## **Employee Benefits**

Your employment classification determines your eligibility for certain Company benefits and privileges. More information on the general benefits accorded to employees shall be made available upon joining the organization.

Your eligibility to receive such benefits will be subject in each case to the generally applicable terms and conditions for the benefits in question and to the determinations of any person or committee administering such benefits. The Company may from time to time, in its sole discretion, amend or terminate the benefits available to you and the Company's other employees.

## **Notice Period / Separation**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party two months (60 days) advance notice.

If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

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

## **Adjustments and Changes in Employment Status**

The Company reserves the right to make personnel decisions regarding your employment, including but not limited to decisions regarding any transfers or other changes in duties or assignments, changes in your salary and other compensation, changes in benefits and changes in Company policies or procedures.

## **Proprietary Information Agreement**

You will be required to abide by the terms of the Confidential Information and Inventions Assignment (CIIA) agreement prior to beginning employment, indicating your full agreement to, and ongoing compliance with, the terms of that agreement, which include, among other provisions, the assignment of patent rights to any invention made during your employment at the Company and non-disclosure of the Company's proprietary information.

## **No Conflicting Obligations**

By execution of this letter, you represent and warrant that your performance of this letter does not and will not breach any agreement you have entered, or will enter into, with any other party. You must disclose to the Company any and all agreements relating to your prior employment that may affect your eligibility to be employed by the Company or limit the manner in which you may be employed. It is the Company's understanding that any such agreements will not prevent you from performing the duties of your position and you represent that such is the case. Moreover, you agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting, or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company. Similarly, you agree not to bring any third-party confidential information to the Company, including that of any former employer, and that you will not in any way utilize any such information in performing your duties for the Company.

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By acknowledging this letter, you represent and warrant that: (i) you are not subject to any pre-existing contractual or other legal obligation with any person, company or business enterprise which may be an impediment to, or a conflict of interest with, your employment with the Company, or your providing services to the Company as its employee; (ii) you do not have and shall not bring onto the Company's premises, or use in the course of your employment with the Company, any confidential or proprietary information of another person, company or business enterprise to whom you previously provided services; and (iii) you will not, at any time during your employment with the Company, breach any obligation or agreement that you have entered with any third party, including your former employers. You agree not to enter into any written or oral agreement that conflicts with this letter.

### **Integrated Agreement**

This letter supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between the parties hereto with respect to its subject matter. Likewise, this letter will constitute the full, complete and exclusive agreement between you and the Company with respect to its subject matter. This Agreement may only be changed by a writing, signed by you and an authorized representative of the Company.

### **Severability**

If any term of this letter is held to be invalid, void or unenforceable, the remainder of the terms herein will remain in full force and effect and will in no way be affected, and the parties will use their best efforts to find an alternative way to achieve the same result.

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**Cloud SCS Technologies Private Limited**



**Authorised Signatory**

**NOTICE:** *The contents of this message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.*

**N. Umamaheswari**

---

Candidate Signature

Date:



**ANNEXURE I**

<b>Salary Component</b>	<b>INR Amount</b>
Basic	1,95,317
Dearness Allowance	19,532
House Rent Allowance	97,658
Fixed Medical Allowance	15,000
Conveyance Allowance	19,200
Leave Travel Allowance	5,859
PF Employer Contribution	23,400
Supplementary Allowance	14,667
<b>Annual Fixed Compensation</b>	<b>3,90,633</b>
Estimated Value of Annual Benefits	9,367
<b>Total Cost to Company (CTC)</b>	<b>4,00,000</b>

## **ANNEXURE II**

### **List of documents to be submitted on the day of joining**

1. Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, Rental agreement or Lease agreement etc.
  2. Previous Employer, if applicable – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
  3. Identity Verification - Copy of valid passport and PAN card required
  4. Previous Employment PF Account Details, if applicable
  5. Educational Certificates – 10<sup>th</sup>, 12<sup>th</sup> and College completion certificates
-



## EMPLOYMENT OFFER LETTER

To,  
**Mr. Venkatesh Prabhu R**

Date: **09 March 2023**

Dear **Venkatesh**,

Odessa Solutions Private Limited (hereinafter “the Company/Odessa”) is pleased to offer you an employment as “**Software Engineer**”, “**Level 1**” under the following terms:

1. **Joining date: 05 June 2023.** The company shall have the right, but not the obligation, to advance or extend the mutually agreed joining date as per the offer letter.
2. **Compensation:** Your Cost to company (CTC) shall be **Rs.6,50,000/- (Rupees Six Lakhs And Fifty Thousand Only)** as per **Annexure – I**. The Company will deduct Taxes as appropriate and in line with the Income Tax Act, 1961. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
3. **Confidentiality:** Except as required by applicable laws, you will not disclose the content of this offer letter without obtaining prior written consent from the Company, provided however, that you may disclose this offer letter to your spouse, attorney, financial planner and tax advisor if such persons agree to keep the terms hereof confidential.
4. **Background Check:** Your employment with the Company will be subject to a background check in line with Company’s background check policy. An appointed agency will conduct internal and external background checks. Your appointment will be valid subject to favorable Background Verification Report as per the company process.

Acceptance of this offer:

- a) Please confirm your acceptance of this offer within 24 hours from receipt of the offer letter and returning the same to our team. Upon your acceptance of this offer, your employment with Odessa will be as per the terms and conditions of this Offer Letter.
- b) To facilitate the smooth transfer of your employment, we authorize you to communicate acceptance of this offer to your current employer and consent to the transfer of any personal information related to employment from your current employer to the Company.
- c) Please refer to Annexure 1 for Compensation Structure and Annexure 2 for your employment terms

**Annexure I**  
**Compensation Structure**

<b>Name:</b>	<b>Venkatesh Prabhu R</b>
<b>Designation:</b>	<b>Software Engineer</b>
<b>Level:</b>	<b>1</b>
<b>DOJ:</b>	<b>05 June 2023</b>

Salary Components	Amount in INR	
	Per Month	Per Annum
<b>Basic Pay</b>	16,250	1,95,000
House Rent Allowance	6,500	78,000
Annual Statutory Bonus	3,800	45,600
Flexi Benefit Plan ***	23,885	2,86,621
<b>Total Gross Salary (A)</b>	<b>50,435</b>	<b>6,05,221</b>
Employer Provident Fund*	1,950	23,400
Gratuity**	782	9,380
Medical Insurance Premium	1,000	12,000
<b>Total Retirals (B)</b>	<b>3,732</b>	<b>44,780</b>
<b>CTC: Cost to Company (A+B)</b>	<b>54,167</b>	<b>6,50,000</b>

\* @ 12% of Basic Pay (Paid in accordance with the current provisions of Provident Fund Act 1952.)

\*\* @ 4.81% of Basic Pay (Paid in accordance with The Payment of Gratuity Act, 1972)

\*\*\* Flexi Benefit Plan – Refer Annexure I (a)

Note: Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

The standard compensation cycle is April. New hires who join on or before 31st October shall be eligible for compensation increment on pro-rata basis in the following April.



**Annexure I (a)**

**You are free to allocate your Flexible Benefits Plan's amount among the following allowances and reimbursements subject to the given limitations. You can allocate FBP by declaring in the specified declaration format.**

<b>Annual Flexi Benefit Plan</b>	<b>Eligibility</b>
Leave Travel Allowance	10% of Annual Basic Salary
Professional Pursuits: Allowances for encouraging academic, research and other professional pursuits reimbursement's	5% of Annual Basic Salary
Paytm Food Wallet	Min INR 500 and maximum INR 2500 per month in multiples of 500
Children Education Allowance	INR 100 per month per child up to 2 children
Children Hostel Allowance	INR 300 per annum per child up to 2 children
Telephone Reimbursements	INR 1000 per month for one Post-paid Landline or Mobile connection
Self-Owned Car Maintenance	Below 1600CC INR 1800 or above 1600 CC INR 2400 per month
Self-Owned Car Driver Salary	INR 900 per month
Self-owned Two-wheeler maintenance	INR 900 per month
Leased Car Vehicle Maintenance	Below 1600CC INR 1800 or above 1600 CC INR 2400 per month
Leased Car Driver Salary	INR 900 per month
Company Car Lease Program	As per the Company Car Lease Policy

## ANNEXURE II

### **1. TRANSFER**

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

### **2. REPRESENTATIONS AND WARRANTIES:**

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

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.
- d. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

### **3. DUTIES AND RESPONSIBILITIES:**

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all your activities as an employee of the Company shall be in conformity with all the Code of Conduct, policies and directions of the Company and its Clients.
- b. **Non-Solicitation:** You acknowledge that, because of the nature of your work for the Company, your solicitation or serving of certain Company clients after the termination of your employment inevitably would involve the unauthorized use or disclosure of Confidential Information and impair the protectable relationships and goodwill of the Company. Accordingly, you agree that, for two years following your departure from the Company for any reason, you will not directly or indirectly solicit, accept as a client or perform services of any type that the Company can render ("Services"), or assist others to do the same, for any person or entity: (i) for which you provided Services as an employee of the Company or that received the benefit of such Services during the three years prior to your departure; (ii) that was a client in the metropolitan area of your resident office during the two years prior to your departure; or (iii) that becomes a client of the Company during the year following your departure and for which you participated in a proposal



to provide Services. It shall not be relevant that a client desires or prefers that someone other than the Company render Services or that the client is already served by you or any person or entity with which you become associated.

- c. You agree to pay an amount equal to 50% of the gross fees paid for Services rendered in violation of this provision. Such percentage shall be paid with respect to all such Services rendered during a period of three years from the date such person or entity is accepted as a client. You must make the payment to the Company within 30 days after each such payment of fees has been made by the client.
- d. **Non-Disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- e. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients, in order to enable the Company to perform the service. Your obligation to keep such information confidential shall remain even on termination of this employment.
- f. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee. **Safe keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- g. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- h. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

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

- i. **Non-Disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, or any other employee or business associate of the Company in any public or nonpublic communication with any customer, client or member of the investment community or media or in any communication
- j. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be fully enforceable permissible bylaw. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some parts thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall benecessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

#### 4. **TERMINATION OF EMPLOYMENT:**

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment.
- b. **Performance:** Your appointment and subsequent continuation of employment with the company is strictly based on your delivering consistently on the agreed performance parameters and business targets. Company shall have right to terminate the employment upon providing one month notice in writing or by payment of one-month basic salary in lieu thereof in the event of failed performance improvement plan.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:





- i) Return to work within 8 days from the commencement of such absence, and
  - ii) Give an explanation to the satisfaction of the Management regarding such absence
- e. **Notice Period:** The Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Gross Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Gross Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- f. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- g. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
5. **GENERAL**
- a. You agree that any annual statutory bonus, if applicable to you will be specified within Appendix I hereabove. Such applicable bonus paid to you by the Company shall be in lieu of any bonus required to be paid to you under the statutory laws of India.
- b. The tax liability, if any, including income tax and professional tax, arising on your compensation will be your personal liability and will be governed by the tax laws of the country wherein your services are provided. The compensation mentioned in this Agreement, or any revised compensation communicated to you is provided on a gross basis. The Company reserves the right to withhold tax at source from any component of your compensation as required by applicable law. The Company shall provide you with evidence of such tax deduction in the manner and within the timeframe required by applicable law.
6. **PROBATION PERIOD**
- Probation Period of 6 months shall be applicable to you, if you are hired at the level 1 or 2. In the event you are on the probationary period, your employment with the company is subject to company's written confirmation of your services. Company shall at its sole discretion have right to extend the probation period as deem fit based on the performance during the probation period. Company may choose to terminate with immediate effect in case of nonperformance during probation period or extended probation period.

7. **CONTINUING OBLIGATIONS**



In accepting the Company's offer of employment, you represent that you have not taken, and will not take in connection with your agreement with the Company, any action that would violate any contractual or other restriction or obligation that is binding on you or any continuing duty you may owe to others.

**8. ASSIGNABILITY**

You may not assign any of your rights or obligations under this Agreement. This Agreement shall be binding upon and inure to the benefit of the Company's successors and assigns.

**9. SPECIAL REQUIREMENTS**

a. You acknowledge that in view of the Company's intention to conduct business and provide service(s) to customers all over the world, you shall conform to such additional practices as may be required by the Company. Such practices may include:

- (i) A requirement to obtain end use statements from customers of products or services of the Company
- (ii) A prohibition on export of certain goods and services to certain countries or to parties who may be so notified by the Company
- (iii) Special requirements prescribed by customers of the Company, including relating to standards for the protection of confidential information

**10. PRIVACY**

- a. You will be providing to the Company certain information about yourself and your family, including personal information and sensitive personal information ("Personal Information"). You hereby agree that the Company may use and retain this information for a lawful purpose and to the extent deemed necessary by the Company in relation to your employment with the Company and for ancillary purposes.
- b. You hereby also agree that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in India or otherwise. The Company may codify its policies relating to privacy in a privacy policy which it will provide to you and you hereby agree to the same.
- c. The Company shall use reasonable security practices and procedures to safeguard your personal information.

**11. SEVERABILITY**

If any term or condition set forth in this Agreement is found by a court to be unenforceable, then the remaining terms and conditions will remain in full force and effect. Terms and conditions found to be unenforceable, if any, will be modified by the court to conform to a provision that most closely expresses the intent of the unenforceable term or condition.

**12. DISPUTE RESOLUTION, APPLICABLE LAW**

a. Except as provided herein, all disputes in relation to this Agreement shall be settled through arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended. The arbitration shall be conducted by a single arbitrator to be selected by you out of a list of three



arbitrators provided by the Company. The arbitration proceedings shall take place at [Bangalore, India] and shall be conducted in English.

- b. You acknowledge that damages alone will not be an adequate remedy in the event of breach of any of your obligations under this Agreement. You therefore agree that the Company shall be entitled (without limitation of any other rights or remedies otherwise available) to obtain injunctive or equitable relief from any court of competent jurisdiction.
- c. Subject to the dispute resolution provisions above, this Agreement is governed by the laws of India. The Bangalore Courts will have jurisdiction over this Agreement, regardless of your practice location and irrespective of the principles of conflicts of law.

**13. REPRESENTATIONS**

You acknowledge that you have not relied on any representations or statements, whether verbal or written, regarding your association with the Company, other than as contained in this Agreement.

**14. MODIFICATIONS**

You acknowledge that this Agreement supersedes all prior verbal or written agreements or understandings except for any existing or outstanding agreements regarding payment obligations and may be modified only by a writing signed by the Company.

**15. HEADINGS**

Paragraph Headings are used herein for convenience of reference and shall not affect the meaning of any provision of this Agreement.

**16. LEAVES AND HOLIDAYS**

You shall be eligible for 24 working days of earned leave annually. In addition to this, you will be eligible for 12 days of sick leave. Your leave entitlement will be governed by company leave policy in existence. Additionally, you will be granted 12 public holidays as set forth by the company at the beginning of the calendar year.

**17. NOTICES**

Any notice to be given to you by the Company shall be given by email at your Company email address. Any notice to be given by you to the Company shall be in such manner as may be directed by the Company from time to time. In the event you are not frequenting office and/or not accessing your Company email, the Company shall be entitled to send you notice by courier or registered post acknowledgment due at your address as intimated by you to the Company. You will promptly inform the Company in writing of any change in your residential address or contact details.

**18. COMPANY POLICIES**

You will receive additional information describing other terms of employment with the Company, including policies relating to the Code of Conduct, leave, working hours, anti-harassment, anti-sexual harassment, internet and network use, disciplinary proceedings, etc. and you agree to be subject to and bound by the same. The Company reserves the right to modify, revoke, suspend,



terminate, or change its policies, in whole or in part, at any time, without advance notice or payment in lieu of notice, subject to applicable law and any such changed benefits/policies shall become applicable to you forthwith, upon receipt of notice of the same.

**19. CORRUPT PRACTICES**

- a. During the period that You are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, give or pay to any person any money, Gratification or Valuable Thing of any kind (other than a legally acceptable, official and Company approved consideration) in order to induce or influence a Public Servant to do or forbear from doing any act in relation to the Company.
- b. The terms Public Servant, Gratification and Valuable Thing shall have the meaning assigned to them under the Prevention of Corruption Act, 1988, as amended.
- c. It is clarified that you shall not pay any “speed money” or “facilitation payment” in order to quicken the process of any act that needs to be performed other than a purely legal remuneration paid to a service provider.
- d. During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, receive from any person (or arrange for some other person to so receive on your behalf) any money, Gratification or Valuable Thing of any kind as consideration in order to do or forbear from doing any act in relation to the Company.
- e. During your employment you shall not: (a) enter into any arrangement, contract or financial transaction on behalf of the Company with any relative or entity controlled or owned by a relative; or (b) enter into such arrangement, contract or financial transaction with any person entity or organization for the benefit of some other person, entity or organization. (c) Claim any compensation/reimbursement or pay any amount on behalf of the company for a purpose other than the purpose for which such amount is actually payable.

We look forward to a long and mutually beneficial association. Kindly sign a copy of this Agreement as a token of acceptance to the above-mentioned terms and return to us.

For, **Odessa Solutions Private Limited**

\_\_\_\_\_  
**Dishank Raj**  
**VP, Talent Management**

I confirm that I have read, understood and agree with the matters set out above, and that I accept the above terms and conditions of employment and shall join on or before **05 June 2023**.

**Accepted: Venkatesh Prabhu R**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_