

16<sup>th</sup> November, 2019

**Mr. Adarsh Jaiswal,**

Offer Letter

Dear Adarsh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Subject Matter Expert** on the following terms & conditions.

You are therefore requested to report for duty on **18<sup>th</sup> December, 2019 at 10:00 a.m.** In case of any changes to the date of joining, please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and if found satisfactory, you will be confirmed in services. However, in the event if your performance is found not to be satisfactory; the company has the right to terminate your services.

On joining, your all-inclusive Cost to the Company (CTC) will be **Rs.18,000 /-** per month (subject to deduction of tax and other statutory payments as may be applicable). Your annual CTC would be **INR Rs. 2,16,000** per annum.

Your Salary Breakup is as follow:

Earnings	Monthly	Annual
Basic	9,000.00	108,000.00
HRA	3,600.00	43,200.00
Conveyance Allowances	1,600.00	19,200.00
Special Allowances	3,800.00	45,600.00
Gross Salary	18,000.00	216,000.00
Employer's contribution towards provident Fund	0.00	0.00
<b>Total Cost to the Company</b>	<b>18,000.00</b>	<b>2,16,000.00</b>

You shall be given a detailed letter of appointment on the date of joining. In view of your acceptance kindly return duplicate of this letter, duly signed, to us.

We look forward to having you onboard.

For Acadecraft Private Limited

**Supriya Tiwari**  
Executive- Human Resource

Acadecraft Private Limited  
B-28, Sector -1, Noida [www.acadecraft.com](http://www.acadecraft.com)

16<sup>th</sup> November, 2019

**Mr. Animesh Nim,**

Offer Letter

Dear Animesh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Subject Matter Expert** on the following terms & conditions.

You are therefore requested to report for duty on **18<sup>th</sup> December, 2019 at 10:00 a.m.** In case of any changes to the date of joining, please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and if found satisfactory, you will be confirmed in services. However, in the event if your performance is found not to be satisfactory; the company has the right to terminate your services.

On joining, your all-inclusive Cost to the Company (CTC) will be **Rs.18,000 /-** per month (subject to deduction of tax and other statutory payments as may be applicable). Your annual CTC would be **INR Rs. 2,16,000** per annum.

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Special Allowances	3,800.00	45,600.00
Gross Salary	18,000.00	216,000.00
Employer's contribution towards provident Fund	0.00	0.00
<b>Total Cost to the Company</b>	<b>18,000.00</b>	<b>2,16,000.00</b>

You shall be given a detailed letter of appointment on the date of joining. In view of your acceptance kindly return duplicate of this letter, duly signed, to us.

We look forward to having you onboard.

For Acadecraft Private Limited

**Supriya Tiwari**  
Executive- Human Resource

Acadecraft Private Limited  
B-28, Sector -1, Noida [www.acadecraft.com](http://www.acadecraft.com)

16<sup>th</sup> November, 2019

**Ms. Nancy Sethi,**

Offer Letter

Dear Nancy,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Subject Matter Expert** on the following terms & conditions.

You are therefore requested to report for duty on **18<sup>th</sup> December, 2019 at 10:00 a.m.** In case of any changes to the date of joining, please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and if found satisfactory, you will be confirmed in services. However, in the event if your performance is found not to be satisfactory; the company has the right to terminate your services.

On joining, your all-inclusive Cost to the Company (CTC) will be **Rs.18,000 /-** per month (subject to deduction of tax and other statutory payments as may be applicable). Your annual CTC would be **INR Rs. 2,16,000** per annum.

Your Salary Breakup is as follow:

<b>Earnings</b>	<b>Monthly</b>	<b>Annual</b>
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HRA	3,600.00	43,200.00
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Special Allowances	3,800.00	45,600.00
Gross Salary	18,000.00	216,000.00
Employer's contribution towards provident Fund	0.00	0.00
<b>Total Cost to the Company</b>	<b>18,000.00</b>	<b>2,16,000.00</b>

You shall be given a detailed letter of appointment on the date of joining. In view of your acceptance kindly return duplicate of this letter, duly signed, to us.

We look forward to having you onboard.

For Acadecraft Private Limited

**Supriya Tiwari**  
Executive- Human Resource

Acadecraft Private Limited  
B-28, Sector -1, Noida [www.acadecraft.com](http://www.acadecraft.com)

Ref:

Date: 04/02/20

Intern Name: Bhupendra Parmar  
Add: Indore

**Sub: Acceptance of Internship**

Dear Bhupendra

We are happy to inform you that we have confirmed your Internship request from 20/01/20  
our \_\_\_\_\_ in Pune, on the following terms and conditions.

1. Your Internship will start from 20/02/20 and will end on the working hours of \_\_\_\_\_

In considering of the work/assignment you will do for **ASP OL Media (P) Ltd**, we are pleased to offer you the remuneration and benefits mentioned in **Annexure - I** attached to this letter.

2. You are requested to make yourself available at the **ASP OL Media (P) Ltd**, in Pune.
3. This Internship agreement/contract is terminable either by the **ASP OL Media (P) Ltd** or by you for whatever reasons by giving **ONE-month written notice or amount in lieu of notice**. However, **ASP OL Media (P) Ltd** shall have the option to terminate this agreement for any reasons deemed fit for the Company. In the event of such termination, you will be entitled to receive all payment dues up to the time of termination of this Agreement, including commitments that cannot be reversed or mitigated.
4. You agree that the terms and conditions applying to your employment are strictly confidential. Any disclosure of these terms and conditions to third parties including other employees of the Company or any other entity within **ASP OL Media (P) Ltd** constitutes a breach of your employment.

You also acknowledge that the information you acquire about the Company and any of the Group Companies in the course of your employment by the Company is highly confidential. You agree during the term of your employment hereunder and thereafter not

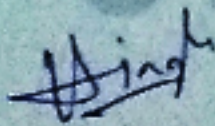
to use such information for any purpose other than for the sole benefit of the Group Companies (including the Company) and you agree not to disclose any such information to any third party without the prior consent of the Company.

5. All the documents, papers and letters of communication in writing, which you may receive, acquire or be in possession of during the course of your contract with the Company, shall be the property of the Company and should be treated as confidential. You shall deliver the aforesaid documents etc. as mentioned herein above to the Managing Director or any other person assigned by the Managing Director for this purpose at the time of the termination of contract
6. Considering the work nature of a Company your normal working hours will be **09 HRS** a day. It will be necessary to work any time, including, Week offs and Public Holidays only at the discretion of reporting authority, if required

We trust that you will find the above-mentioned Terms and Conditions of this Internship agreement/contract acceptable. Please sign the duplicate copy of this letter as a token of your acceptance and return the same for our records.


Wish you the very best for your Internship.

Yours sincerely,



For ASP OL Media Pvt. Ltd.

I have read, understood this offer of employment and terms & conditions. I do accept all the above terms and conditions

Bhupendra pawar 

4/2/20

Intern name & sign

Date

**Annexure - I**

Name: Bhupendra Parmar

Date: 04/02/20

Designation: Intern

**A. COMPENSATION**

The ASP OL Media PVT LTD will pay consolidated stipend as mentioned in the below mentioned table -

Sr. No	Particulars	Amt (In Rs/-)
1.	Internship Stipend	Rs. <u>10,000/-</u> per month

₹ Rupees Ten thousand only

ASP OL Media (P) Ltd shall make all payments subject to applicable tax deduction at source provisions under the Income Tax Act, 1961.

Apart from the above you are not eligible for any other benefit from ASP OL Media.

Bhupendra Parmar

Intern name & sign

4/2/20

Date



Strictly Private and Confidential

9<sup>th</sup> August 2019

Reference No: BTPL/00852019

Ms. Navdha Sharma,  
Indore

Dear Navdha,

**Subject: Pre-Placement Offer Letter for engagement as an Intern**

Welcome to the **Blazedan Family!**

We are pleased to make you an offer of full-time employment with **Blazedan Technologies Private Limited** (the "**Company**") through this pre-placement offer letter (the "**Pre-Placement Letter**"). This offer is conditional to: a) completion of Internship with the Company to its satisfaction as contemplated in this Pre-Placement Letter; and b) you being able to show that you possess the performance standard and aptitude expected by the Company. The Company reserves the right to withdraw this offer anytime during your Internship.

You expressly agree and acknowledge that you will not have any lien or right on regular employment with the Company, either during the Internship (as defined below) or completion thereof.

This offer is subject to you furnishing the correct information regarding your past service/internship and other records. The Company further reserves its right to conduct background verification check.

Upon fulfilling the aforementioned conditions, at the sole discretion of the Company, you may be hired as an employee of the Company and given an appointment letter governing the terms and conditions of your employment.

The further terms and conditions of this Pre-Placement Letter are as follows:

**1. Stipend:**

During the term of your Internship you will be entitled to a fixed monthly stipend of **Rs. 10,000/-**. This stipend shall be subject to all the necessary tax and statutory deductions.

Apart from the fixed monthly stipend, you shall not be eligible for any other performance incentive, bonus or any other employment benefits from the Company, during the period of Internship.

**2. Term**

Unless otherwise agreed in writing, your Internship with the Company shall commence with effect from **Jan or Jun 2020** or such earlier date as agreed between you and the Company and shall by default expire on **Jun or Dec 2020** ("**Internship**"). If required, the Company may choose to extend this term at its sole discretion.

### 3. Hours of Work

- a. You will be required to work for nine (9) hours per day from Monday to Friday. Further, depending on project/ work contingencies, work load and business requirements, at any given time you may be required to work outside these stated hours, including weekends.

### 4. Leaves

You will not be entitled to any leave during your Internship and any leave taken by you, will be considered as leave without pay.

### 5. Intellectual Property Rights

- a. You as an intern, agree to assign to the Company, the entire worldwide right, title and interest in any and all Company's Innovations, intellectual property rights and all associated records. The Company's "Innovations", include but not limited to, processes, machines, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression (whether or not protectable under copyright laws), moral rights, trademarks, trade names, trade secrets, know-how, ideas (whether or not protectable under trade secret laws), and all other subject matter protectable under patent, copyright, moral right, trademark, trade secret or other laws, and includes without limitation all new or useful art, combinations, discoveries, formulae, manufacturing techniques, technical developments, discoveries, artwork, software and designs. Company's Innovation are innovations that you, solely or jointly with others, conceive, reduce to practice, create, derive, develop or make within the scope of your work for the Company.
- b. During your Internship or thereafter, you shall perform any acts and execute such documents which in the judgment of the Company or its attorney may be needful or desirable to secure the Company's best intellectual property rights protection and all the rights to such Innovation, invention, discovery or improvement.

### 6. Confidentiality

- a. You shall neither use nor disclose any secrets, transactions or confidential information related to the Company, its business, customers that you may acquire, at any time during your Internship to any third party other than to perform assigned work for the benefit of the Company.
- b. Confidential information, includes but not limited to, any and all technical and non-technical information including patent, copyright, trade secret, and proprietary information, technique, sketches, drawings, models, inventions, Innovations, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed services and products of the Company, information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans and information ("Confidential Information") which according to the Company are necessarily confidential and form valuable property of the Company.
- c. Your obligation not to disclose Confidential Information will be in force even after separation from the Company. You shall hand over all records under your possession to the Company on separation.



## 7. Termination

- a. Notwithstanding any of the clauses of this Pre-Placement Letter, the Company reserves the right to terminate your Internship and thereby withdraw the pre-placement offer without assigning any reason and without any notice during your Internship.
- b. The Company may terminate your Internship immediately without notice or payment in the event that:
  - i. You are guilty of serious misconduct;
  - ii. You breach any fundamental term or condition of your Internship;
  - iii. You intentionally disobey a lawful and reasonable direction of the Company; or
  - iv. You furnish false information, or pertinent information regarding your background and/or previous employment/internship or withhold such information from the Company.

## 8. Indemnification

- a. You shall, at all times, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim proceeding, or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect, in the opinion of the Company.

## 9. Governing Laws and Arbitration

- a. This Pre-Placement Letter shall be governed under the laws of India and subject to the exclusive jurisdiction of courts in Pune.
- b. Any dispute between you and the Company shall be settled by a sole arbitrator to be appointed by the Company, the place of arbitration shall be Pune and the language of arbitration shall be English.
- c. The Company reserves the right to initiate legal action against you in case of breach of this Pre-Placement Letter.

## 10. Other terms and conditions

- a. You shall be guided by the Company's policies as amended from time to time and shall be required to demonstrate an appropriate behavior towards its adherence and cherish the values propagated by the Company.
- b. This Pre-Placement Letter contains the entire understanding between you and the Company concerning the subject matter hereof and is in addition to any and all prior and contemporaneous negotiations, correspondence, understandings and agreements, whether oral or written, respecting that subject matter. You agree that no representations or promises concerning the terms of your Internship have been made except as set forth in this Pre-Placement Letter, and that your Internship with the Company does not violate any conditions of any other agreements you may have made prior to accepting this Pre-Placement Letter.

Please return the duplicate of copy of this Pre-Placement Letter duly signed by you as a token of your acceptance of the Pre-Placement Letter and terms and conditions mentioned above, failing which this Pre-Placement Letter stands cancelled.

All of us are excited about working with you at Blazeclan and look forward to a mutually rewarding relationship.

Thanking you,

Yours faithfully,  
For **Blazeclan Technologies Private Limited**



**Ilham Mulla**  
**Head – Talent Acquisition**

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#### ACCEPTANCE

I have read and understood all the terms and conditions contained in this Pre-Placement Letter. It accurately reflects my understanding of the terms and conditions of my Internship with the Company.

I understand and agree that any changes in the terms of your Internship described in this Pre-Placement Letter must be set forth in a written document signed by a duly authorized officer of the Company.

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

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

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

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

Ref:

Date: 04/02/2020

Intern Name: Sakshi Khandekar  
Add: Indore

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Internship**

Dear Sakshi,

We are happy to inform you that we have confirmed your Internship request from 20/02/20 our \_\_\_\_\_ in Pune, on the following terms and conditions.

1. Your Internship will start from 20/02/20 and will end on the working hours of \_\_\_\_\_

In considering of the work/assignment you will do for **ASP OL Media (P) Ltd**, we are pleased to offer you the remuneration and benefits mentioned in **Annexure - I** attached to this letter.

2. You are requested to make yourself available at the **ASP OL Media (P) Ltd**, in Pune.
3. This Internship agreement/contract is terminable either by the **ASP OL Media (P) Ltd** or by you for whatever reasons by giving **ONE-month written notice or amount in lieu of notice**. However, **ASP OL Media (P) Ltd** shall have the option to terminate this agreement for any reasons deemed fit for the Company. In the event of such termination, you will be entitled to receive all payment dues up to the time of termination of this Agreement, including commitments that cannot be reversed or mitigated.
4. You agree that the terms and conditions applying to your employment are strictly confidential. Any disclosure of these terms and conditions to third parties including other employees of the Company or any other entity within **ASP OL Media (P) Ltd** constitutes a breach of your employment.

You also acknowledge that the information you acquire about the Company and any of the Group Companies in the course of your employment by the Company is highly confidential. You agree during the term of your employment hereunder and thereafter not

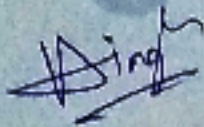
to use such information for any purpose other than for the sole benefit of the Group Companies (including the Company) and you agree not to disclose any such information to any third party without the prior consent of the Company.

5. All the documents, papers and letters of communication in writing, which you may receive, acquire or be in possession of during the course of your contract with the Company, shall be the property of the Company and should be treated as confidential. You shall deliver the aforesaid documents etc. as mentioned herein above to the Managing Director or any other person assigned by the Managing Director for this purpose at the time of the termination of contract.
6. Considering the work nature of a Company your normal working hours will be **09 HRS** a day. It will be necessary to work any time, including, Week offs and Public Holidays only at the discretion of reporting authority, if required.

We trust that you will find the above-mentioned Terms and Conditions of this Internship agreement/contract acceptable. Please sign the duplicate copy of this letter as a token of your acceptance and return the same for our records.

Wish you the very best for your Internship.

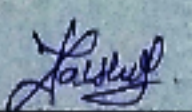
Yours sincerely,



For ASP OL Media Pvt. Ltd.



I have read, understood this offer of employment and terms & conditions. I do accept all the above terms and conditions

Sakshi Khandeal 

Intern name & sign

4/ Feb / 20

Date

**Annexure - I**

Name: Sakshi Khandelwal

Date: 04/02/2020

Designation: Intern

**A. COMPENSATION**

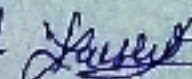
The ASP OL Media PVT LTD will pay consolidated stipend as mentioned in the below mentioned table -

Sl. No	Particulars	Amt (In Rs/-)
1	Internship Stipend	Rs. <u>10,000/-</u> per month

Rupees Ten Thousand only/-

ASP OL Media (P) Ltd shall make all payments subject to applicable tax deduction at source provisions under the Income Tax Act, 1961.

Apart from the above you are not eligible for any other benefit from ASP OL Media.

Sakshi Khandelwal 

Intern name & sign

4/ Feb /20

Date



**PLACEMENT ACROPOLIS** <placement@acropolis.in>

Mar 12, 2020, 1:23 PM

to lakshdeep@acropolis.in, ATUL, Jayant, Ankit, TNP, Sarvesh

Dear Fellow officer

Greetings from Acropolis Group,Indore

As we have received results of **Capgemini** Campus drive conducted from 18<sup>th</sup> to 20<sup>th</sup> February 2020 at Acropolis AITR Campus,IndorePlease find below the list of Interim Selected students for **2020 Batch**

Sl. No	Name	Gender	Mobile	Email ID	College	Batch	Branch, Degree
1	Shivani Mehetre	Female	+91 9826294978	<a href="mailto:shivanimehetre99@gmail.com">shivanimehetre99@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science Engineering, B.E
2	Pranali Baogatre	Female	+91 9406741341	<a href="mailto:pranali.baogatre.2020@gmail.com">pranali.baogatre.2020@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science and Engineering, B.E.
3	Priyesh Agrawal	Male	+91 9479549228	<a href="mailto:priyeshacro@gmail.com">priyeshacro@gmail.com</a>	Acropolis Technical Campus	2020	computer science and engineering, B.E
4	Priyanka Jadhav	Female	+91 9589087747	<a href="mailto:priyankajadhav1398@gmail.com">priyankajadhav1398@gmail.com</a>	Acropolis Technical Campus	2020	computer science and engineering, B.E
5	Akshwarya Athawale	Female	+91 9685664462	<a href="mailto:athawaleaksh1999@gmail.com">athawaleaksh1999@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science, B.E
6	Priya Yadav	Female	+91 9926191603	<a href="mailto:er.priyayadav29@gmail.com">er.priyayadav29@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science, B.E.
7	Yash Katare	Male	+91 700092294	<a href="mailto:yashkatare151@gmail.com">yashkatare151@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science, B.E.
8	Shivam Gupta	Male	+91 8720846448	<a href="mailto:shivamg1058@gmail.com">shivamg1058@gmail.com</a>	Acropolis Technical Campus	2020	Computer Science Engineering, B.E.

*Rajesh Tyagi*

Group Head Placement  
 Acropolis Group of Institutions,  
 975251310/9617018362  
[placement@acropolis.in](mailto:placement@acropolis.in)

Reply

Reply all

Forward

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

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

www.hcltech.com

www.hcl.com

**Offer Release Date September 14, 2020**

**Harshit Joshi**  
93/B, Sudama Nagar, Indore ,  
Madhya Pradesh, India, 452009

**Sub: Offer and Appointment Letter**

**Dear Harshit Joshi,**

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 7, 2020 at 9:00 A.M** at the following address, **No 1da-Sec-60, A8-9**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC**. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

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T +91 120 6125000 F +91 120 4683030

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

www.hcltech.com


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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature withstanding arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.

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

Yours truly,

For **HCL TECH LTD. - IOMC****Authorized Signatory**


Amrita Das  
Vice President, Head-Global Rewards

**Annexure 1****COMPENSATION PLAN**

<b>Name</b>	Harshit Joshi
<b>Band</b>	E1
<b>Designation</b>	Graduate Engineer Trainee
<b>City</b>	Noida
<b>Monthly Components (in INR)</b>	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
<b>TOTAL: Monthly</b>	<b>22,592</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>271,107</b>



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Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
<b>TOTAL : Retirals</b>	<b>40,393</b>
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
<b>TOTAL: Variable Components</b>	<b>38,500</b>
<b>COST TO COMPANY</b>	<b>350,000</b>
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
1. Flexi Basket is only applicable in E2+ employees	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC** (herein referred as "**HCL**" or "**Company**") and is a legally binding document.

**1. Location:**

Your place of work will be located at **Noida-Sec-60, A8-9.**

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

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

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

**5. HCL Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 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 by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. 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 along with other amount payable by you to the company, if any. 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.

### 7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

### 8. Agreements:

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

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

### 9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

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

**12. Deputation/ Transfer:**

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

**13. Retirement:**

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

**14. Other benefits:**

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

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

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

**18. Exclusivity of service**

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

**19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

### 20. Rules, Policies, Procedures:

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

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

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

### 21. Correctness of the Details Furnished:

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

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[www.hcl.com](http://www.hcl.com)**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.


**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**

September 14, 2020



Amrita Das  
Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License,, Rental agreement or Lease agreement etc.

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3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV (Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statements showing salary transfer and Form 16, if company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sd b2 Build), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Ekot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Island haikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Ext n : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesaraipalli, Gannavaram, Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- 📌 Basic Salary
- 📌 Monthly Allowances

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### Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### **RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent child ren, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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**HCLTECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 93/B, Sudama Nagar, Indore ,**

**Madhya Pradesh, India, 452009**

**Email ID: [joshiharshit008@gmail.com](mailto:joshiharshit008@gmail.com)**

**Telephone Number: +91 8223846180**



**List of Final selected students (State level Infosys Drive)**

Dear students,

**Congratulations to all Selected students!!!**

As per the mail received from Infosys, please find below the list of finally selected students of State level campus drive of Infosys held at Bhopal & Jabalpur.

Please note that the offers are conditional as per given below :

1. The candidates who are not meeting eligibility criteria on the day of the process, and still have appeared for the process and are offered- Their offers would be cancelled at a later point of time
2. The candidates should be eligible on the day of joining. Ensure cut off CGPA/percentages are met during joining
3. Mark Sheet/other document verification will happen in due course of time.

*I congratulate you personally and on behalf of whole RGPV family you for your grand success and wish you a bright career.*

With Best Wishes

**Dr. Anil Kothari**  
Director

List of Finals elected students (State level Info sys Drive)

S.no	First Name	Middle Name	Last Name	Email ID	Institute Name
1	Aaditya	N/A	Kumar	aaditya3506@gmail.com	Oriental Institute of Science and Technology
2	Aakash	N/A	Schaanli	aakash.schaanli2512@gmail.com	Oriental Institute of Science and Technology
3	Aanchal	N/A	Singh	aanchal2222@gmail.com	Oriental Institute of Science and Technology
4	Aanya	N/A	Agarwal	aanyaagarwal@gmail.com	Sagar Institute of Research and Technology
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470	Shashank	N/A	Kumar	shashankk11@gmail.com	Tech secrets Institute of Technology
471	Shashank	N/A	Sharma	shashanksharma10@gmail.com	Tech secrets Institute of Technology
472	Shikha	N/A	Rawat	shikha23nov@gmail.com	Tech secrets Institute of Technology
473	Shilpa	N/A	Ahuja	shilpa768@gmail.com	Shri Ram Institute of Technology
474	Shikvi	N/A	Saha	shikvishah@gmail.com	Triaba Institute Of Engineering And Information Technology
475	Shikvi	N/A	-	kumarshikvi100@gmail.com	University Institute of Technology Barakatalah university
476	Shikvi	N/A	Baheti	shikvishikvi10@gmail.com	University Institute of Technology Rajiv Gandhi Pratya Giki Vishwavidyalaya
477	Shiv	Kumar	Mishra	shivkumar75@gmail.com	Banarm Institute of Technology
478	Shiv	Kumar	Patel	shivkumarpatel100@gmail.com	TTC College
479	Shiv Pradeep	Singh	Pradeep	shivpradeep1000@gmail.com	RUSTAMI INSTITUTE OF TECHNOLOGY
480	Shivam	N/A	Kumar	shivam349@gmail.com	Medi-Care University
481	Shivam	N/A	Gupta	shivam1050@gmail.com	Acropolis Technical Campus
482	Shivam	N/A	Choudhary	shivamchoudhary1213@gmail.com	Oriental Institute of Science and Technology
483	Shivam	Kumar	Choudhary	shivamkumar355@gmail.com	Radharam Institute of Technology and Science Bhopal
484	Shivam	N/A	Gupta	shivam105310@gmail.com	University Institute of Technology
485	Shivam	N/A	Garg	shivamgarg1005@gmail.com	Govt. Model Science College
486	Shivangi	N/A	Gupta	shivangigupta254@gmail.com	NRI Institute of Information Science and Technology
487	Shivangi	N/A	Sankhli	shivangisankhli0@gmail.com	Ujjain Engineering College
488	Shivansh	N/A	Soni	shivansh007soni@gmail.com	Oriental Institute of Science and Technology
489	Shivansh	N/A	Choudhary	shivanshchoudhary@gmail.com	Oriental Institute of Science and Technology
490	Shivansh	N/A	Kaushik	shivanshkaushik@gmail.com	ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL
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492	Shivansh	N/A	Ujjwal	shivanshujjwal10@gmail.com	University Institute of Technology Rajiv Gandhi Pratya Giki Vishwavidyalaya
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494	Shivansh	N/A	Jain	shivanshjain101@gmail.com	Oriental Institute of Science & Technology, Indore
495	Shivansh	N/A	Shrivastava	shivanshshrivastava10@gmail.com	Tech secrets Institute of Technology
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497	Shivansh	N/A	Kumar	shivanshkumar10@gmail.com	gyan ganga college of technology
498	Shivansh	N/A	Tiwari	shivanshtiwari10@gmail.com	Shri Ram Institute of Technology
499	Shivansh	N/A	Singh	shivanshsingh10@gmail.com	N/A
500	Shivansh	N/A	Dubey	shivanshdubey10@gmail.com	Lakshmi Narain College Of Technology Bhopal
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516	Shivansh	N/A	Singh	shivanshsingh10@gmail.com	Byan Ganga Institute of Technology & Sciences
517	Shivansh	N/A	Mishra	shivanshmishra10@gmail.com	Byan Ganga Institute of Technology & Sciences
518	Shivansh	N/A	Rajput	shivanshrajput10@gmail.com	University Institute of Technology Rajiv Gandhi Pratya Giki Vishwavidyalaya
519	Shivansh	N/A	Kumar	shivanshkumar10@gmail.com	Maharaja Institute of Technology Ujjain
520	Shivansh	N/A	Rawat	shivanshrawat10@gmail.com	Byan Ganga Institute of Technology & Sciences
521	Shivansh	N/A	Pandey	shivanshpandey10@gmail.com	Susila Devi Bansal College of Technology, Indore
522	Shivansh	N/A	Dwivedi	shivanshdwivedi10@gmail.com	Reva Engineering College

Lst of Finals elected students (State level Info sys Drive)

S.no	First Name	Middle Name	Last Name	Email ID	Institute Name
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526	Siddhant	N/A	Parmar	siddhantparmar578330@gmail.com	Sagar Institute of Research and Technology
527	Siddhant	N/A	Verma	siddhantverma11@gmail.com	Oriental Institute of Science and Technology
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----- Forwarded message -----

From: **Sonal Goel** <[sonal.goel@daffodilsw.com](mailto:sonal.goel@daffodilsw.com)>

Date: Thu, Jan 2, 2020, 13:50

Subject: Welcome to Unthinkable family - Revised date of joining

To: <[yadavdilip8654@gmail.com](mailto:yadavdilip8654@gmail.com)>

Cc: Priya Malhotra <[priya.malhotra@daffodilsw.com](mailto:priya.malhotra@daffodilsw.com)>

Dear Yadav,

...

We are pleased to welcome you as the newest member of the Unthinkable Family. You have been selected due to the attributes displayed during the interview which we look in our employees. We are looking forward to see you grow & develop into an outstanding employee at Unthinkable and hope that you will find your work rewarding, challenging, and meaningful.

**This email is regarding the update in your date of joining. Please find below joining details and consider this email as final confirmation.**

**Joining date: 16 Mar, 2020 (Monday)**

**Reporting time: 9:30 a.m.**

**Joining location:** Daffodil Software Pvt. Ltd., 9th Floor, Building B-1, DLF Sikokhera SEZ, Sector 30, Gurgaon, Nearest Landmark: Star Mall, NH 8, Gurgaon Nearest Landmark: Star Mall, NH-8, Gurgaon

**Contact person:** Lokesh Chauhan

**Please carry below documents at the time of joining, ensure to carry photocopies along with you.**

1. Certificates in support of educational / technical qualifications
2. Copy of passport – All pages (if relevant)
3. Copies of Driving License / Voter ID / Ration Card
4. 2 Copies of PAN card
5. 2 copies of Adhaar card
6. 6 (Six) Passport size photographs
7. Permanent Residence Proof (Telephone/Electricity bill)
8. Offer letter shared by Unthinkable at Campus

Your detailed appointment letter will be issued to you at the time of your joining. In case of any queries related to PG, kindly contact **Astha** from our admin team on her email id "[astha.malik@unthinkable.co](mailto:astha.malik@unthinkable.co)" or phone number "8708461773".

Looking forward for your onboarding!

Thanks & Regards

**Sonal Goel** | Associate - HR

0124-6817004

Daffodil Software Pvt. Ltd.

**Winner of Deloitte Tech Fast 50 India**



SEZ Unit 2-7th Floor, IT Building, M/s. Dubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel: 02056045000/5711 9000

SOLUTIONS PVT. LTD.  
Ref:482697  
Date: March 26, 2021

**Mr PIYUSH JAIN**

13/73 tarad road ,  
suwasara ,Madhya Pradesh  
India - 458888.

**Dear PIYUSH JAIN,**

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.450,000.00 (Rupees Four Lakh Fifty Thousand Only)** the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

**LOCATION**

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**MEDICLAIM INSURANCE**

As per company policy, you will be covered under Group Medical Insurance. The Group Medical Policy will cover self and up to 3 dependents (spouse and 2 children). This insurance will start on your date of joining.

**CODE OF CONDUCT**

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

**PROFESSIONAL ETHICS**

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai - 400076

Tel : +91 22 3051 1000 Fax : +91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

#### **ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled for 24 days of paid leaves per calendar year of service, or pro-rata for partial period of service in a calendar year. You are also entitled for 11 public holidays

#### **NOTICE PERIOD/TERMINATION**

This contract of employment may be terminated by either party by giving sixty days written notice or gross monthly salary in lieu thereof.

Project allocation is subject to availability of positions in the respective project at the time of your joining. Kindly note that while you accept this offer, we will be initiating your reference check in parallel. In case of a negative reference check, this offer will stand cancelled.

A detailed appointment letter will be issued to you on your date of joining us.

#### **RELOCATION EXPENSES**

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

#### **NON-DISCLOSURE AGREEMENT**

I **PIYUSH JAIN**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details, trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

**PIYUSH JAIN**, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad** email: [AkashS.Gaikwad@Xoriant.com](mailto:AkashS.Gaikwad@Xoriant.com).

Sincerely  
For Xoriant Solutions Pvt.Ltd



Rakhi Deshpande  
Head-Talent Acquisition

HR Signatory  
Actual Date of Joining:

Agreed & Accepted on

PIYUSH JAIN

Agreed & Accepted on

PIYUSH JAIN



<b>Annexure A</b>
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<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>33,360</b>	<b>400,310</b>
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
<b>B</b>	<b>2,250</b>	<b>27,000</b>
<b>C = A + B</b>	<b>35,610</b>	<b>427,310</b>
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
<b>D</b>	<b>1,891</b>	<b>22,690</b>
<b>CTC = C + D</b>	<b>37,500</b>	<b>450,000</b>

Sincerely

For Xoriant Solutions Pvt.Ltd

Rakhi Deshpande

Head-Talent Acquisition

Agreed & Accepted on

PIYUSH JAIN

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

PIYUSH JAIN

**ANNEXURE B**

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

**BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

**HRA**

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

**CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

**FIXED ALLOWANCE**

Taxable

**MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

**GIFT CARD**

Tax free to the extent of Rs.5000/- pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

**FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable.

**MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

**LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

**PROVIDENT FUND**

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.

**GRATUITY**

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

**Sincerely**

**For Xoriant Solutions Pvt.Ltd**

**HR Signatory**

**Actual Date of Joining:**

**Agreed & Accepted on**

**PIYUSH JAIN**

**ANNEXURE C  
DOCUMENT CHECK LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2	Color photographs soft copy for Company photo ID card - Specification as per Id photo design are: - Having fixed width of 520px - Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side - Bottom crop by 3rd button of shirt just below the chest - Background should be white
3.	Certificates supporting your education qualifications: - SSC & HSC Mark sheets - Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. - Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: - Appointment letter - Experience and relieving certificates. - Last 2 months pay slip
5.	Valid passport ( include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account

I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:PIYUSH JAIN

Sign: \_\_\_\_\_

- 1) Annexure A: Salary Break up
- 2) Annexure B: Description of Salary Break up
- 3) Annexure C: Document

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For Xoriant Solutions Pvt.Ltd  
Rakhi Deshpande  
Head-Talent Acquisition

Agreed & Accepted on

HR Signatory  
Actual Date of Joining:

PIYUSH JAIN

Agreed & Accepted on

PIYUSH JAIN

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

From: **ZenTAM** <[ZenTAM@invalidmail.com](mailto:ZenTAM@invalidmail.com)>

Date: Thu, Sep 5, 2019, 16:05

Subject: Zensar - Letter Of Intent for Harsh Saini

To: <[harshsaini0813@gmail.com](mailto:harshsaini0813@gmail.com)>

Cc: <[campus.atc@acropolis.in](mailto:campus.atc@acropolis.in)>, <[dhirajchawade@zensar.com](mailto:dhirajchawade@zensar.com)>, <[rajnish2.sharma@zensar.com](mailto:rajnish2.sharma@zensar.com)>, <[TalentEngagement@zensar.com](mailto:TalentEngagement@zensar.com)>

**Dated: 9/4/19**

**Candidate ID : 576559**

Dear Mr. Harsh Saini

We are pleased to award you a **Project Trainee** assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. This assignment will be for a period of approximately 3 (Three) months beginning from your date of joining, DOJ.
2. During this assignment, you will be paid a stipend for your services of **Rs. 10,000/- Per Month (Rupees Ten Thousand only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.
3. On successful completion of assignment as a Project Trainee, depending on the business need and requirement, at the discretion of the Company you may be deployed as a Junior Software Engineer on a probation for a period of 12 months. During the last week of your assignment as a Project Trainee, Company will inform you whether it wants to deploy you as Junior Software Engineer or not. You agree not to claim any compensation or other benefits from the Company in case Company do not deploy you as Junior Software Engineer on completion of your tenure as a Project Trainee.
4. On successful completion of assignment as a Project Trainee, you will be deployed as **Junior Software Engineer** for a **Probation Period of 12 months**.
5. During your stint as Junior Software Engineer, you will be paid a gross compensation of **Rs. 3.20 Lacs Per Annum (Rupees Three Lakhs Twenty Thousands only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.
6. On successful completion of probation period of 12 months, depending on the business need and requirement, at the discretion of the Company you may be deployed as a Software Engineer. During the last month of your tenure as a Junior Software Engineer, Company will inform you whether it wants to deploy you as Software Engineer or not. You agree not to claim any compensation or other benefits from the Company in case Company do not deploy you as Software Engineer on completion of your tenure as a "Junior Software Engineer".
7. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.
8. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

9. Work Timings

At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 08:45 hrs to 18:15 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Nonstandard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilisation of your time by entering the same into Zensar's e-job card.

10. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

11. You agree to abide by all the policies of the Company in force from time to time.

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of this offer and commitment to join the said assignment on the date to be communicated to you later on.

For Zensar Technologies Ltd.



Sanjeeva Malthani  
Vice President - HR

**ACCEPTED:**

**SIGNATURE:**

**NAME:**