

Fwd: Accenture Profile Creation and LOI Acceptance Offer Letters & Selection Mails (2021 Batch)

**Aarush Maurya** <anushmaurya111@gmail.com>  
to me

Fri, Oct 8, 4:08 PM

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

From: do notreply.indiacampus <do notreply@indiacampus.accenture.com>  
Date: Wed, 2 Jan, 2021, 13:04  
Subject: Accenture Profile Creation and LOI Acceptance  
To: <anushmaurya111@gmail.com>

**ACCENTURE PROFILE CREATION AND DOCUMENT UPLOAD**

Dear Aarush Maurya,

Thank you for your interest in pursuing a career with Accenture.

As the next step in your recruitment journey with Accenture, please log into your profile and upload the required documents for us to consider your application for further processing. You are required to submit all the documents within two days of receiving this notification.

URL: <http://indiacampus.accenture.com/aaadidate/#login/accelenture>

Use name : [anushmaurya111@gmail.com](mailto:anushmaurya111@gmail.com)

Password: 9KgjjpF

For any queries or assistance, please visit the Help menu or write to us from Help menu - more queries - choose the category - click on write option.

**Note:**

- Use Firefox or Chrome for the best experience.
- Due to the pandemic, we have introduced an option of e-signature in the LOA document in the EAF Link [e-Signature help file](#). Please refer to the link to be able to digitally sign the LOA with ease.

Regards,  
Campus Recruitment team  
Accenture in India

Please note, that unless a formal employment offer is provided to you specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of your participation shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.

Please be further informed that existence of an offer or offering any employment to a candidate shall be subject to business needs within Accenture or client requirements; mere clearance of any processes related to campus hiring does not by itself create an offer of employment for the candidate.

Stay Connected



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

From: **Tiwari, Jyoti** <[Jyoti.2.Tiwari@atos.net](mailto:Jyoti.2.Tiwari@atos.net)>

Date: Wed, 28 Jul, 2021, 12:35 pm

Subject: ATOS Global \_Letter Of Intent \_28th July 2021

To: [deepkag29@gmail.com](mailto:deepkag29@gmail.com) <[deepkag29@gmail.com](mailto:deepkag29@gmail.com)>

## Letter of Intent

To,  
Dipendra Kag

Dear Dipendra Kag,

With reference to your application and candidature submitted to our Company, we take pleasure in evaluating and exploring the opportunity to Offer you the position of "Trainee" in "Grade T0/T1" with Atos Global IT Solutions and Services Pvt Ltd (referred as "Atos or Company"). We are pleased to inform that your candidature has been shortlisted for Training Program organised by Atos. Your offer is conditional subject to successful completion of training program and clearing the assessment/s (together known as "Training and assessment Program") undertaken by Atos.

Subject to your successful completion of Training and assessment Program, selection and further documentation process, a detailed appointment letter will be issued to you, which will contain the following details:

- Date of Joining.
- Joining location.
- Other terms and condition.

The date of joining and the location of posting will be based on business requirements. Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period of 1 year as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. Your selection and further procedure ahead are subject to your being found medically fit to perform roles and responsibilities in Atos, successfully completion of training, selection and documentation process, with the specified eligibility criteria informed to you during selection process.
4. Atos reserves the right to make any changes to the training program, assessment/s, selection criteria at any time.
5. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.
6. Upon successful completion of your training imparted, assessment/s conducted, and further final selection by Atos, a separate appointment letter will be issued to you by the Company with grade-position along with details of CTC.

7. You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment. We may, at any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or failure to complete Training Program successfully or at our discretion.

8. Your access and use of the training site and any information, materials or documents (collectively defined as "Content and Materials") therein are subject to the following restrictions and prohibitions on use: You may not,

- a) Copy, print (except for the purpose of self-learning), republish, display, distribute, transmit, sell, rent, lease, loan or otherwise make available in any form or by any means all or any portion of the Site or any Content and Materials retrieved there from
- b) Make any portion of the Site available through any timesharing system, service bureau, the Internet, or any other technology now existing or developed in the future.
- c) Share User-Id and password with any other person.

We request you to confirm to us your acceptance of above terms and conditions (By 6 PM of 28<sup>th</sup> July) herein by confirming your acceptance through below link by.

**LINK for LOI Acceptance – <https://forms.office.com/r/NGUH43GKT>**

Should you have any query, please do not hesitate to contact Campus Recruitment team ([siddarth.koul@atos.net](mailto:siddarth.koul@atos.net) and [nanda.ancelm.external@atos.net](mailto:nanda.ancelm.external@atos.net)).

We look forward to hearing from you soon and wish you a rewarding career with Atos.

Thanking you.

Yours Sincerely,

**From & behalf of Atos Global IT Solutions and Services Pvt Ltd,**

Offer Management Team

**Please note** – Upon receiving your response through above mentioned link, we will release PDF version of LOI with your name.

Strictly Private and Confidential

Reference No: BTPL/4225/2020

Date: June 14, 2021

To  
Mr. Vedant Dixit,  
Pune, Maharashtra

Dear Mr. Vedant,

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

Welcome to the **Blazeclan Family!**

We are pleased to make you an offer of full-time employment with **Blazeclan Technologies Private Limited** 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 claim 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 conditions above, 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. 10000/-.

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 Internship.

**2. Term**

Unless otherwise agreed in writing, your Internship with the Company shall commence with effect from **05/07/2021** or such earlier date as agreed between you and the Company and shall by default expire on **09/01/2022** ("**Internship**"). If required, the Company may choose to extend this term at its sole discretion.

### 3. Hours of Work

You will be required to work for nine (9) hours per day from Monday to Friday. Further, depending on project/work contingencies, workload 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 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 protected under patent laws), works of authorship, information fixed in any tangible medium of expression (whether or not protected under copyright laws), moral rights, trademarks, trade names, trade secrets, know-how, ideas (whether or not protected under trade secret laws), and all other subject matter protected 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 after that, 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 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 if:
  - You are guilty of serious misconduct;
  - You breach any fundamental term or condition of your Internship;
  - You intentionally disobey a lawful and reasonable direction of the Company; or
  - You furnish false information, or pertinent information regarding your background and/or previous employment/internship or withhold such information from the Company.

## 8. Indemnification

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 canceled.

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:

Place:

Signature:

Date:

Blazeclan Technologies Pvt Ltd		
Annexure "A"		
Name	Mr. Vedant Dixit	
Designation	Clan Fellow	
Date of Joining	05/07/2021	
Effective From	05/07/2021	
<b>Particulars</b>	<b>Monthly Salary Breakup</b>	<b>Annual Salary Breakup</b>
Basic	12033	144400
H. R. A.	6017	72200
Personal Allowance	9346	112155
<b>Gross Salary (A)</b>	<b>27396</b>	<b>328755</b>
Employer's PF Contribution	1800	21600
Group Insurance	308	3700
Gratuity	579	6945
<b>Benefits (C)</b>	<b>887</b>	<b>10645</b>
<b>Fixed Pay (A+B+C) = D</b>	<b>30083</b>	<b>361000</b>
* Variable Pay - Company Linked Incentive (E)	1583	19000
<b>Total Pay, i.e. CTC (D + E)</b>	<b>31666</b>	<b>380000</b>
<b>Salary Deduction</b>		
Employee PF	1800	
Contribution Professional Tax	200	
<b>Take Home Salary</b>	<b>25396</b>	
For - Blazeclan Technologies Pvt Ltd		
The remuneration above will be as per the policies and guidelines of the Company and taxable as per the prevailing Income Tax rules.		
* Variable Pay is at the Company's discretion		





## Offer Letter

Name: Rameez Ur Rehman  
Date: Tuesday, September 28, 2021

Dear Mr. **Rameez Ur Rehman**,

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

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

### 1. Employment Details:

Department: Business Development (51000000)  
Designation: Business Development Trainee - Sales  
Reporting Manager: Aishwary . (TNL201611035)  
Reporting Time: 9:30 AM  
Joining Location: Byjus Indore - 10th Floor, C 21 Business Park, Opposite to Radisson Hotel, Vijay Nagar, Indore - 452010  
OJT Training Location: Byjus - Bhopal  
Role Location: Bhopal

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 5, 2021**. Your work location after conversion to the role of Business Development Associate would be **Bhopal** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**3. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

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

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

**6. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are

not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

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

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

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

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

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

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

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

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

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

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

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

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

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information

and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

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

#### **17. General Provisions:**

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

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

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

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

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

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

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

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

liabilities under all applicable tax laws and regulations.

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

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

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

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

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

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

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet-All semester mark sheet
4. Graduation/Post Graduation-Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Pass port/Driving License
10. Cancelled Cheque/Bank Statement/Bank Pass book
11. Pass port Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

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



26-Aug-2021

Dear Satyam Pandey,  
B.Tech, Computer Science  
Shivajirao Kadam Institute of Technology & Management, Indore

Candidate ID – 15649414

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

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

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

### 3.2 Continuous Skill Development (CSD) Program:

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

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

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

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



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Satyam Pandey **Designation:** Programmer Analyst Trainee

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

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

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

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

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



## Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Satyam Pandey, 23, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

### 1. Duties and Responsibilities

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

### 2. Place of Employment

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

### 3. No Alternate Employment, No Conflict, Etc.

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

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

#### **4. Confidentiality**

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

#### **5. Data Protection**

By signing below,

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

#### **6. Work Schedule**

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

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

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

## **7. Background Check**

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

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

## **8. Compliance with Company Policies**

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

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

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

## **9. Non-Compete and Non-Solicit Restrictions**

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

## **10. Representations and Warranties**

By signing below,

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

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

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

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

### **11. Indemnity**

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

### **12. Business Engagement, Learning and Development and Project Deployment**

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

### **13. Unauthorized Absence**

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

### **14. Retirement**

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

### **15. Termination of Employment**

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

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

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

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

## 16. Deputation, Assignment and Transfer

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

## 17. Survival

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

## 18. Dispute Resolution and Governing law

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

## 19. General

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

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

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

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

**Cognizant Technology Solutions India Private Limited** [Name of Employee]

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

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

## Fwd: Letter of Intent Offer Letters & Selection Mails (2021 Batch)



**Kajol Chanchlani** <kajolchanchlani291@gmail.com>

to me ▾

Thu, Apr 1, 3:49 PM



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

From: **Taleo** <[recruitment@collabera.com](mailto:recruitment@collabera.com)>

Date: Wed 27 Jan, 2021, 11:57 AM

Subject: Letter of Intent

To: <[kajolchanchlani291@gmail.com](mailto:kajolchanchlani291@gmail.com)>

Co: <[campusteam@collabera.com](mailto:campusteam@collabera.com)>

Date: Jan 27, 2021, 11:57 AM

### LETTER OF INTENT

Dear Kajol Chanchlani,

This is in reference to Campus Recruitment Drive held by **Collabera Services Pvt. Ltd** at **Shivajirao Kadam Institute of Technology and Management, Indore, Indore, Madhya Pradesh** and subsequent interview you had with us for the position of **Technical Recruiter** in our organization to be based at **Collabera Services Pvt Ltd, Vadodara Office**.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed.

You shall join the services of the Company as per the joining date given in your offer letter. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation / acknowledgement to this communication on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

In order to access all of your new hire forms and the information, we request you to log into our online portal by clicking [here](#).

Your user-name is also listed below for reference:

Username: kajolchanchlani291

If you have forgotten your password, please use the "Forgot Password" link on the login page

**For Collabera Services Pvt. Ltd.**

**Corporate Recruitment Team**

**Mail to:** [campusteam@collabera.com](mailto:campusteam@collabera.com)



## Dhoot Transmission Pvt. Ltd. Farola-III

Date:

To

TO,  
Ms. Priyesh Garhwal

Sub :- Offer for the post of " Graduate Engineer Trainee"

Dear

With the reference to your application and the subsequent personal discussion we had with you on **17<sup>th</sup> Oct 2020**, We DHOOT TRANSMISSION PVT LTD . Do hereby pleased to offer you the employment for the post of "**Graduate Engineer Trainee**" as per terms & conditions discussed and mutually agreed during personal discussion .

1. You shall be paid wages / salary & allowances as under :- stipend of (Per Day 26 + 2 leave) & overtime extra per month .

CATEGORY	PER DAY	PER DAY BUS (facility)	STIPEND WITHOUT CANTEEN	LEAVE & incentive	TOTAL	(26 Days+with leave) In Hand
GET BE	$384:61*26 = 10000$	$30*26 = 780$	$10000+780=10780$	+770	11550	10770
GET DIP	$346:15*26=9000$	$30*26 = 780$	$9000+780=9780$	+692	10472	9662

2. You are required to work at our Aurangabad plant (103), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another ( with one day's notices), where the company has undertaken its work .

At the time of joining , report to HR- Department for completing the joining formalities . please bring all the original doc for verification at a bove mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification .
- 2) Resent passport size photogra ph(5-copies )
- 3) Identity proof Xerox copy ( driving license / election card / pass port )
- 4) Pan card & Aadhar card – copy mandatory ( original for verification )
- 5) Medical fitness certificate .
- 6) Address proof Xerox copy of ( electricity bill / election card / pass port / driving license/ aadhar card ) Form -16 from last employer ( not a plicable to fresher's).

You are requested to join on or before **25<sup>th</sup> Oct 2020**. Detailed a ppointment latter will be issued to you immediately after your joining .

Please counter sing a copy of this letter as token of your acceptance and return the same to us.

Thanking you,  
For DHOOT TRANSMISION PVT LTD  
Plant no 103.chetgaon midc Aura ngabad.

[Type text]



Extramarks Education India Private Limited

D-120, Sector-63, Noida, U.P. - 201301, India

Ph. : +91-120-4175300

**Date** : 20-Jun-2021  
**Name** : Raghav Modi  
**Location** : Uttar Pradesh,  
**Address** : 19, Dharieswar Marg , Infront of Mandi Gate , Dhar, Madhya Pradesh - 454001

Dear Raghav ,

**Subject:** Provisional Offer letter of employment as **Business Development Executive.**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive ("BDE")**. You will be part of the sales team which focuses on business development and you will be equipped technologically to approach and engage with potential customers whilst working from home. The job demands your active engagement with the potential customer by calling or demonstrating company's products through Video Conferencing solutions. With a view to safeguard your own health, the company has strictly prohibited physical contact with the prospects and expects you to engage with prospects telephonically or through virtual meetings.

You will be given virtual trainings on Sales Skills and Customer Engagement techniques, technology tools and company's products which will enable you to use the tools and softwares in approaching a prospect and closing the sale. During the period of training of 15 days, you will be given a stipend of Rs.5000 (Rs Five Thousand Only). **Upon successful completion of training, you will be inducted as BDE at a yearly remuneration of Rs. 450,000 (Rupees Four Lakh Fifty Thousand Only)**. Other than the remuneration, you will also be entitled to attractive incentives based upon your performance as per the company policies.

The company has implemented work measurement parameters for employees who are working from home which define how the time spent on work will be measured for fixed salary payout. You may enquire about these metrics and parameters before or after joining the services of the company and the same is also annexed (Annexure -1)

Your employment is liable to be terminated at any time during the training or prior to confirmation of your employment in writing, without citing any reasons. In case you decide to leave the training program at any time after your induction, you will not be paid any stipend, which will only be paid on the successful completion of training, and after your joining in the company as a BDE.

We would expect you to join as early as possible but no later than **21-Jun-2021**, beyond which the offer will stand withdrawn, unless a new date is mutually agreed upon and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/MDA-zOTgxMDM=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)



We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **21-Jun-2021**.

---

Accepted

## Annexure - 1

<b>Salary Payout Matrix for BDE</b>					
<b>Average Number of Audio Call Recordings from system (Min. 5 Minutes)</b>		<b>Average of VC Recordings/screenshots</b>			
		<b>3+</b>	<b>2-3</b>	<b>1-2</b>	<b>1-0</b>
	<b>20</b>	100%	100%	90%	65%
	<b>15</b>	100%	85%	75%	55%
	<b>10</b>	75%	70%	60%	50%
	<b>5</b>	50%	40%	30%	0%
	<b>0</b>	0%	0%	0%	0%
<b>If Invoiced Revenue for the month is 1 Lac+ 100% Salary is paid</b>					
In Case Revenue Criteria is not met then Input Criteria to be applicable and Salary will be paid as % given in the grid + Leave Days					
Connected call of 5 minutes or more will only be considered from the system					
Video Conductions will only be counted with recording or screenshot					
Only working Days to be considered					
<b>Territory Head - GM/AGM will have authority to Grant upto 30% of pay on their discretion</b>					



29<sup>th</sup> June '21

Prachi Tiwari

Dear Prachi,

**Sub: Offer of Internship**

We are pleased to offer you the position as an Intern with **Genpact**. The internship will be for a period of **6 months** starting **1<sup>st</sup> July 2021**. You will be evaluated on your performance at the end of the project.

There will be a stipend of INR 10,000/- per month. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Genpact policies as may be applicable. Any violation of the same can result in this offer being withdrawn without any notice.

Please feel free to contact your HR Manager [@Chinnam, Udayini](mailto:Chinnam, Udayini) @ [udayini.chinnam@genpact.digital](mailto:udayini.chinnam@genpact.digital) in case of any queries specific to your project

Once again we are delighted to have you on board and hope you have a rewarding and enriching experience with Genpact. Congratulations and welcome to the team

Thanking You

Yours Sincerely,

For Genpact

---

**Ramit Tyagi**

**Assistant Vice President - HR**

DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India  
T +91 124 402 2000  
F +91 124 402 2205

India

**Accepted and Agreed**

---

**Prachi Tiwari**

**Genpact India**

( A Private Company with Unlimited Liability)

**Registered Office**

Delhi Information Technology Park,

Shastri Park, Delhi – 110053, [genpact.com](http://genpact.com)

Classification: Genpact Internal

To,

**Mr. Akshay Patel**

Indore

Date: 03/12/2020

### Offer Letter

Dear Akshay,

We are pleased to make you an offer with Gyrrix TechnoLabs LLP ("Gyrrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10
2. You will be designated as an **Application Development Trainee** for a period of six months during which you will undergo classroom training, simulated and real projects, and on the job training
3. You are required to complete a compulsory internship prior to your final examination; the internship will be a full-time internship starting from 7<sup>th</sup> December 2020 where you are required to work for 5 days during the period and will not get any paid / unpaid leaves during the internship period. However, based your request we will make an exception to this rule during the days of external examination days at your college
4. You will be given a stipend of INR 3000/- per month during the internship period
5. You will be entitled to a total remuneration of INR 348,722/- per annum as outlined in the appendix A
6. We expect a minimum commitment of 24 months of employment with a notice period of 45 working days

In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,

Arti Tiwari

**CPO, Gyrrix TechnoLabs**

**Appendix – A**

Sr. No.	Particular	Total Amount (Rs.) Per Month	Total Amount (Rs.) Per Year
1	Basic Salary	9,000	108,000
2	Conveyance allowance	800	9,600
3	House Rent Allowance (HRA)	3,600	43,200
4	Medical allowance	1,250	15,000
5	Special Allowance / City Compensatory allowance etc.	1,150	13,800
	<b>Total pay (a)</b>	<b>15,800</b>	<b>189,600</b>
6	Training and Development Cost		25000
7	Food and Beverage Cost		5,000
8	Admin Cost		5,000
9	PF Company Contribution		12,960
10	ESIC Company Contribution		6,162
	<b>Total (b)</b>		<b>54,122</b>
11	<i>Eligible for payment after 6 months of continued engagement</i>		15,000
12	<i>Eligible for payment after 12 months of continued engagement</i>		30,000
13	<i>Eligible for payment after 24 months of continued engagement</i>		60,000
	<b>Total (c)</b>		<b>105,000</b>
	<b>Total Cost to Company</b>		<b>348,722</b>

Letter of Intent

16 December 2020

Amisha Joshi  
Acropolis Technical Campus  
Indore

Dear Amisha Joshi,

We are pleased to inform you that you have been provisionally short-listed for employment as **“Software Engineer Trainee”**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.50 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Prior to joining Hexaware and commencement of your training program, you are required to join the Early Intervention Program (EIP) to be conducted by Hexavarsity and complete it successfully.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,  
For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

**Monica Mathur**  
Vice President, Recruitment-India & APAC



---

**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 67919595, Fax : +91 226 791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

# IMPETUS

IIIPL/HEG/OFFER/5050

Date: August 4, 2021

To,

**Priyanshi Jain**  
**204 'A' ANJANI NAGAR, AIRPORT ROAD INDORE**  
**Madhya Pradesh 452005**

**Dear Priyanshi,**

Pursuant to our discussions, **Impetus Technologies India Pvt Ltd** is pleased to make you an offer of employment as **Associate Quality Engineer** in the grade **G4** starting on or before **August 11, 2021**.

Your remuneration (Cost to Company - CTC) will be **INR 400,000.00** per annum. The components constituting the CTC have been mentioned in **Annexure I**.

All terms and conditions of your employment will be in accordance with this letter read along with (i) **Annexure B** to this letter, (ii) the Appointment Letter (to be issued to you upon the date of joining), (iii) the Employment Agreement and (iv) the Employee Non-Disclosure Agreement. Formats / copies of the above-mentioned documents are available with us and you are required to read and understand the same prior to your acceptance of our offer for employment. In addition, you shall also be required to abide by all the policies and procedures of the Company including those provided on the Company's intranet.

Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presumes or suspects or determines or believes that any commercial or contractual or other obligation may limit your ability to engage in business activities of the Company.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presumes or suspects or determines or believes that any commercial or contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

**Impetus Technologies India Pvt Ltd**

CIN: U72100MP2000PTC014455

Impetus IT 8 EZ Campus, Survey no. 291, Badiya Keema, Bicholi Mandana-Ambamoliya Road, Indore-452016 (M.P.) India, Phone: +91-731-4743000, Fax: +91-731-4743111

Regd. Office: Sanda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91-731-4269300, Fax: +91-731-4071256

# IMPETUS

Please note the following information in relation to the benefits being offered to you:

Your annual variable pay linked to performance of **INR 36,000.00** which forms part of your CTC, shall be payable to you for the prorated applicable period as follows:

1. if you join anytime between 1st March and 31st August, the first payout would be in the Dec pay cycle that follows and thereafter in June pay cycle next year.
2. if you join anytime between 1st September and 29th February, the payout would be in the June pay cycle that follows, and thereafter as per the company policy for the subsequent year.

The VPLP shall be payable to you **subjected to you being confirmed and being on the rolls** of the company as an active employee (not in resigned state) at the time of payout i.e. as on **31st December 2021** (if applicable) and **30th June 2022**. **In case you are not confirmed at the time of payout**, the prorated payout for that period, will be paid in the month you get confirmed.

Your employment with the Company shall be subject to a probationary period of 6 months which period shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

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

Should you accept our offer, please share the scanned copy of documents mentioned below before your Day of Joining and on the Day of Joining, please meet our HEG Personnel at 10:30 AM along with the following documents:

1. Signed copy of the accepted offer Letter
2. Copy of Aadhar Card
3. Copy of PAN card (kindly apply for the same in case you don't have one)
4. Copy of passport (kindly apply for the same in case you don't have one)
5. Copy of 10th, 12th, Graduation and Post graduation mark sheets and degree
6. 1 passport size photograph
7. Experience letter from previous organization
8. Relieving letter from previous organization
9. Latest salary slip from previous organization
10. Copy of UAN card.

## Impetus Technologies India Pvt Ltd

CIN: U72100MP2000PTC014455

Impetus IT 8 EZ Campus, Survey no. 291, Badiya Keema, Bicholi Mandana-Ambamoliya Road, Indore-452016 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sanda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4269300, Fax: +91.731.4071256



# IMPETUS

You will be required to carry original copy of all your mark sheets starting from 10th onwards till your last degree and your experience certificate for verification purpose.

Sincerely,

**Abhishek**  
**Kumar**  
**Singh**

Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2021.08.04  
14:21:54 +05'30'

**Authorized Signatory**

Encl.

**Annexure A:** Salary Break Up

Annexure B: Terms and Conditions of Employment

I hereby unconditionally accept all the terms and conditions of this offer for employment with **Impetus Technologies India Pvt Ltd** I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

-----  
Name:

Date:

**Impetus Technologies India Pvt Ltd**  
CIN: U72100MP2000PTC014455

Impetus IT & EZ Campus, Survey no. 291, Badiya Keema, Bicholi Madana-Ambamollya Road, Indore-452016 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sanda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4280300, Fax: +91.731.4071258

# IMPETUS

Annexure I	
A) MONTHLY COMPONENTS:	INR
Basic	15,005.00
HRA	6,002.00
Telephone Expense Reimbursement	1,000.00
Periodicals & Journals Expense Reimbursement	500.00
Food Coupons	0.00
Gift Vouchers	0.00
LTA	0.00
Flexi Pay	5,717.00
<b>Total (Monthly)</b>	<b>28,224.00</b>
<b>Total (Annual) = Monthly(above row) X 12 (A)</b>	<b>338,684.00</b>
B) ANNUAL COMPONENTS:	
Annual variable pay linked to performance:	36,000.00
Annual Gratuity*:	8,654.00
Annual Medical Insurance**:	16,662.00
<b>Total of Annual components: (B)</b>	<b>61,316.00</b>
<b>TOTAL COST TO THE COMPANY (A + B)</b>	<b>400,000.00</b>

Please note: Employee's contribution to provident fund and food coupons are optional components in the salary structure. Employee's and employer's contributions both will be the part of the CTC.

The Company shall withhold from any amounts payable to you such taxes as may be required to be withheld pursuant to any applicable law or regulation. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest / penalty thereon.

\*Gratuity will only be payable to you subject to your eligibility for receiving gratuity under the Payment of Gratuity Act, 1972, as may be applicable. The gratuity amount is only indicative in nature and has been arrived at based on your current basic salary amount. The amount is for the limited purposes of your reference and cannot be claimed as a matter of contract or a right unless you are eligible to receiving it under law.

\*\*The amount of Annual Medical Insurance is the amount payable by the Company to the insurance service provider as premium for obtaining an insurance policy on your behalf. You will not be eligible or entitled to receiving the amount as a payment from the Company at any time.

-----  
Priyanshi

**Impetus Technologies India Pvt Ltd**  
CIN: U72100MP2000PTC014455

Impetus IT SEZ Campus, Survey no. 29/1, Badiya Keema, Bicholi Madana-Ambattoiya Road, Indore-452018 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sarda House 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4269300, Fax: +91.731.4074256

# IMPETUS

## Annexure B

### Terms and Conditions of Employment

If you accept the Company's offer of employment the following terms and conditions (or as may be modified from time to time) will operate and govern your employment with **Impetus Technologies India Pvt Ltd**

1. Your place of work will be at the Company's office in **Indore** .
  
2. You may be posted or transferred to any unit/ office/ branch/ location of the Company or to any of our group / associate companies at any time in any part of India or abroad, at the sole and absolute discretion of the Company. You may also be assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you shall be entitled to reimbursement of expenses and allowances as per applicable Company policies. Further, in such case, you shall also be bound by any policy of such other office or associate companies, in existence at the date of this Agreement or that may be subsequently framed by the Company or the associate companies.
  
3. As a full-time employee of the Company you may be eligible to participate in a number of Company sponsored benefits, as may exist and be created from time to time.
  
4. You are required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. By accepting this offer and joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.
  
5. You may be eligible to participate in the Company's annual appraisal cycle generally conducted in July every year. The appraisal shall be done as per the Company Policy.
  
6. In the event you wish to resign from your employment with the Company, you would be required to give three (3) months notice to the Company.
  
7. The Company may terminate your employment by giving three (3) month's notice. The Company may also terminate your employment with immediate effect, (without any notice or payment in lieu of notice) in the event of

**Impetus Technologies India Pvt Ltd**

CIN: U72100MP2000PTC014455

Impetus IT 8 EZ Campus, Survey no. 291, Badiya Keema, Bicholi Mandana-Ambamoliya Road, Indore-452016 (M.P.) India, Phone: +91-731-4743000, Fax: +91-731-4743111  
Regd. Office : Sanda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91-731-4269300, Fax: +91-731-4071256

# IMPETUS

any misconduct on your part, including (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach of any terms or conditions of employment (vi) irregularity in attendance, or unauthorized or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or under Company's policies.

8. You would be entitled to take leaves as per the Company's Annual Leave Policy.

9. You will also be entitled to any other employee benefits that may be decided and implemented from time to time.

10. You agree to devote your full working time and attention exclusively for the Company's work and responsibilities assigned to you. You will not engage in any other commercial or business activity, even part time, for any monetary gains.

11. You agree that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. You shall also not communicate with the media in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

12. You agree to sign the Employment Agreement and Employee Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

**Abhishek  
Kumar  
Singh** Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2021.08.04  
14:22:08 +05'30'

-----  
Authorized Signatory

**Impetus Technologies India Pvt Ltd**  
CIN: U72100MP2000PTC014455

Impetus IT SEZ Campus, Survey no. 201, Badiya Kaama, Bicholi Mardana- Ambaoliya Road, Indore-452016 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palesia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4289300, Fax: +91.731.4071258

# IMPETUS

Appointment commitments :	
Name	Priyanshi Jain
DOJ	August 11, 2021
Experience as on date	0
Skill set	Automation Testing
Source	Recruiter Sourced
Salary	INR 400,000.00 Per Annum inclusive of INR36,000.00 as Variable (Monthly Gross INR 28,224.00 )
Probation Period	6
Designation & Grade	Associate Quality Engineer/ G4
Recruiter's Name	Sanjay Singh Negi
Eligibility for Performance Appraisal	You will be included in appraisal cycle of Jul-22 and hence forth in the month of July every year. The appraisal would be done as per Company Policy, Standards and salary structure.

Candidate's Signature:  
Name: Priyanshi Jain

**Abhishek Kumar Singh** Digitally signed  
by Abhishek Kumar Singh  
Date: 2021.08.04  
14:22:18 +05'30'  
Authorized Signatory

**Impetus Technologies India Pvt Ltd**  
CIN: U72100MP2000PT0014455

Impetus IT 8 EZ Campus, Survey No. 201, Badiya Kaama, Bicholi Madana- Ambalamliya Road, Indore-462016 (M.P.) India, Phone: +91.7314743000, Fax: +91.7314743111  
Regd. Office : Sardar House, 24-B, Palasia, A.B. Road, Indore-462001 (M.P.) India, Phone: +91.731.4289300, Fax: +91.731.4071258

# IMPETUS

## ADDENDUM:

Your CTC will be INR 5,00,000 (five lacs only) which shall be applicable from 7th month, that is after successful completion of probation and training, During the probation and training you shall receive INR 4,00,000 (four lacs only) as per the structure defined in this offer letter.

Abhishek  
Kumar  
Singh

Digitally signed by  
Abhishek Kumar  
Singh  
Date: 2021.08.04  
14:22:28 +05'30'

**Impetus Technologies India Pvt Ltd**  
CIN: U72100MP2000PTC014455

Impetus IT 8 EZ Campus, Survey No. 201, Badiya Kasima, Bicholi-Mardana-Ambainoliya Road, Indore-462016 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sardar House, 24-B, Palasia, A.B. Road, Indore-462001 (M.P.) India, Phone: +91.731.4289300, Fax: +91.731.4071258

To whomsoever it may concern

Subject: Letter of Intent

Dear Candidate,

Further to the interview you had with us we are pleased to offer you the position of **Software Engineer** at **MindRuby Technologies LLP**.

1. You are required to join us by **11<sup>th</sup> January 2021**.
2. For the first 6 months of employment, you will be on probation.
3. During probation period or in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interest of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice or compensation whatsoever.
4. Our offer to you as a **Software Engineer** is subject to your executing an agreement of **2 years** from the day of your joining. You will be required to submit the signed agreement at the time of joining.

In case this offer is acceptable to you, please return the duplicate copy of this letter duly signed, confirming your date of joining. In case we do not receive your acceptance of this offer by **5<sup>th</sup> January 2021**, this offer will stand automatically withdrawn.

A formal letter of appointment will be issued to you on the day of your joining.

We look forward to your joining at the earliest.

Once again a very warm welcome to MindRuby Family!

Best regards,

**Team – Human Resources**

**NTT DATA Information Processing Services Private Limited***(Formerly known as Dell Business Process Solutions India Private Limited)*

Plot No. 7, Sector 144 &amp; 121

Noida 201306, Uttar Pradesh, India

Tel: +91-120-620-2081

**28-September-2021****Harshal Shrouthi****Acropolis Technical Campus**

Dear Harshal Shrouthi,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Information technology senior associate** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Information technology senior associate** in Grade b and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

*The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.*

*If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited*



**NTT DATA Information Processing Services Private Limited**

(Formerly known as Dell Business Process Solutions India Private Limited)

Plot No. 7, Sector 14A &amp; 12b

Noida 201306, Uttar Pradesh, India

Tel: +91.120.620.2081



Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

**Annexure A**

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. Xth Certificate and mark sheet
  - b. XIIth Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and Individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to [Campus.Connect@nttdata.com](mailto:Campus.Connect@nttdata.com).

If any declaration given or furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,

**FOR NTT DATA INFORMATION PROCESSING PRIVATE SERVICES PRIVATE LIMITED**

Authorized by:

000740074121400

**URMIMALA SARKAR****ASSOCIATE DIRECTOR – TALENT ACQUISITION**

We request you to please read and sign the enclosed copy of this letter and return it by **29-August-2021** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

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

  
**Harshat Shrivastava**
Date: **28-August-2021**



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182504984/Mumbai**  
**Date: 09/01/2021**

Ms. Kshitija Wagh  
218Sanchar Nagar Ext, Indore,  
Kanadia Road,  
Indore-452016,  
Madhya Pradesh.  
Tel# -

Dear Kshitija Wagh,

**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 &

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**TCSL/CT20182504984**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Sinhesh Nagar, Prikaran Road No 2, Thane (West) 400 531 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nival Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 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.

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TCSL/CT20182504984

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Venra Park, Opp. Voltas HRD Trg. Center, Sinhesh Nagar, Pankhraj Road, No 2, Thane (West) 400 531 India

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### **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. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.





### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

## 19. Submission of Documents

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

## 20. 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.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



#### **24. 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

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



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Kshitija Wagh
Designation	Assistant System Engineer-Trainee
Institute Name	Acropolis Technical Campus

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<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
Retention Incentive	NA	0
<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)

Component Category	Monthly	Annual
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, II/IIHS SFZ, Plot # 41, Gandhinagar - 382007</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 SFZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751021</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>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, INHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, A5F Indignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122008, 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, Galaxy 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, NLDI 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, II/IIIS SLZ, Scheme No. 151 &amp; 159-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hateoi, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Leospace 1B building, 2nd floor, Plot - III/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 692012</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Vantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400006</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihun Saz, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC SFZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411007, Maharashtra</p>
<p><b>Tiruvandrum</b> TCS XP HR Lead Tata Consultancy Services, Peapal Park, Techinopark Campus, Kariyavattom P.O. Tiruvandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### Confidentiality and IP Terms and Conditions - Annexure 3:

#### 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. 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.

#### **8. 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.



## 9. 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.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. 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.

## Fwd: Wipro Campus Update\_LOI Offer Letters &amp; Selection Mails (2021 Batch)



shivam muchhala <muchhalashivam18@gmail.com>  
to me

Thu, Sep 2, 10:41 AM

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

From: Campus HR Team <wipro+email+1x009-2jad258d1d1@bakul.cimr.com>  
Date: Thu, Sep 2, 2021, 9:48 AM  
Subject: Wipro Campus Update\_LOI  
To: <muchhalashivam18@gmail.com>

September 2, 2021

Dear Shivam Muchhala ,  
Resume Number - 20910609

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,450
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>350,004</b>

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Aparna Bhattacharya  
General Manager - Human Resources

This message was sent to [muchhalashivam18@gmail.com](mailto:muchhalashivam18@gmail.com). If you don't want to receive these e-mails from this company in the future, please go to: <https://wipro.cimr.com/cimr/27c6236209106098ce0ba3fd10993170>

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