

June 23, 2021

HRD/3T/1004540939/20-21

Mr. YASH .  
No. 2-130 Menizes Compound  
Bajpe  
Mangalore-574142  
India

Ph: +91-7348986742

Dear YASH,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.25 15:17:00 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

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**Principal**  
**SHREE DEVI INSTITUTE OF TECHNOLOGY**  
**MANGALORE**

June 23, 2021

HRD/1004540939/20-21

Mr. YASH .  
No. 2-130 Menizes Compound  
Bajpe  
Mangalore-574142  
India

Ph: +91-7348986742

Dear YASH,

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

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **25-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India** .

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

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



  
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### Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.





## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



A handwritten signature in green ink, appearing to be "K. P. S.", written over a faint circular stamp.

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### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

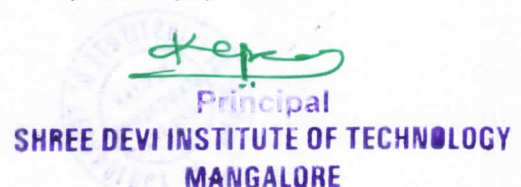
### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.





### Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

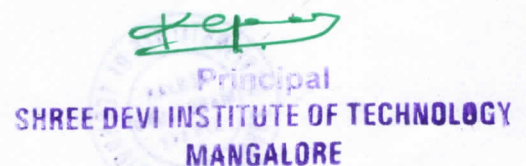
Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.





You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

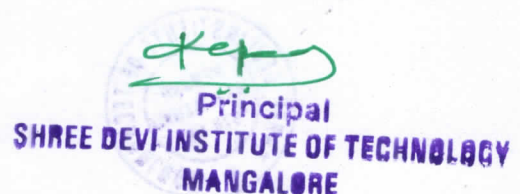
This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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





**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. YASH .			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



  
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Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

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

Date: 25<sup>th</sup> June, 2021

Yash  
Sign your name

Yash                      Mangaluru  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.25 15:17:00 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



[Signature]  
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**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. YASH .			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%      At indicative Payout of 10%      At indicative Payout of 20%			
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250      2,500      5,000			
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>			
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>			
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>			
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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Page 10 of 10



  
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**Offer: Computer Consultancy**  
**Ref: TCSSL/DT20223101775/Bangalore**  
**Date: 28/12/2020**

Ms. Yajnesh Rai  
22-6-956  
Mangaluru-575001,  
Karnataka.  
Tel# 91-94497845621

Dear Yajnesh Rai,

**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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**TATA CONSULTANCY SERVICES**

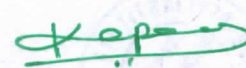
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7500 Fax: 91 80 2841 0114 Website: www.tcs.com

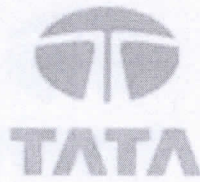
Registered Office: New Era Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Search Line: 1 800 209 31 01 Email: careers@tcs.com



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

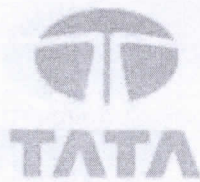
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month.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



  
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## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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TCSL/DT20223101775

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**TATA CONSULTANCY SERVICES**


VYDEHI RC-1 BLOCK, 82 EPIP Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 2000 Fax: 91 80 2841 0114 Website: www.tcs.com

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

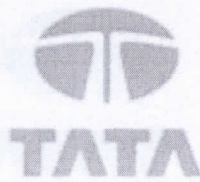
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



  
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## 1. Basic Cover

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

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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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4

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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

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

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5

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



  
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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Work in SBWS mode

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

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



  
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## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. TATA Code of Conduct

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

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

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

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



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## 16. Retirement

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

## 17. Pre-employment Medical Certificate

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

## 18. Employment of Non Indian Citizens

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

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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9

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address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

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

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

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

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

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11

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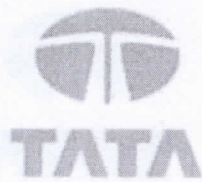
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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

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

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12

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

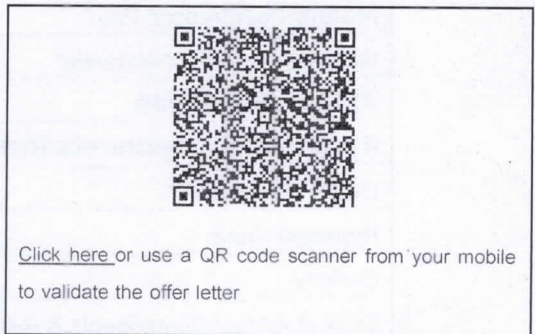
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**

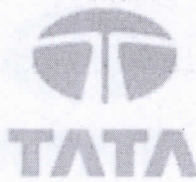


- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



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GROSS SALARY SHEET

Annexure 1

Name	Gowri Praveen
Designation	Assistant System Engineer-Trainee
Institute Name	Others

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
<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

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Annexure

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

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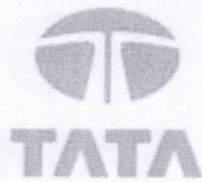
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## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

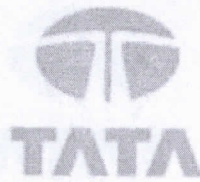
(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.







## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

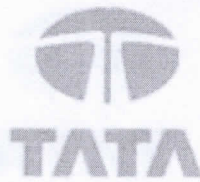
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

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

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

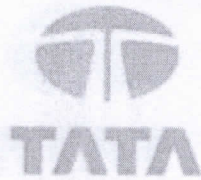
(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

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



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

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

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

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

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

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



*Kepan*

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## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



  
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(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.

*Y. Rai*

TCS Confidential  
TCSL/DT20223101775

21

**TATA CONSULTANCY SERVICES**

VYDEHI, RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

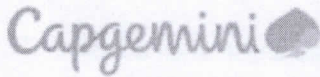
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 2371649**

**Letter of Intent ("LOI")**

Dear Nishmitha N E,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



  
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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2371649**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2371649**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2371649**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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## ANNEXURE 1

**Nishmitha N E**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ. Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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**MANGALORE**



Date: 28-Jan-2021

Ref. No.: RT1/EEI/2021/0972

Ms. Aparna  
D/o Mr. Somayya Shetty  
#3-68, Site No -320, Chelairu  
Haleangady, Mangalore, Dakshina Kannada  
Karnataka – 574 146.

Dear Aparna,

We are delighted to submit to you this offer for appointment as a **Trainee Software Engineer (Band – B)** of our team at Robosoft Technologies Private Limited. This offer letter enlists the principal terms and conditions of this employment offer. You are expected to join on **12-Jul-2021**.

Under the terms of this offer:

You shall be on probation for a period of **six** months from the date of joining. Subject to satisfactory performance, the Company will confirm your position at the end of the probation period. However, the Company reserves the rights to further extend your probation for a maximum of another six (6) months, if required

Your remuneration on a cost-to-company basis (inclusive of benefits such as the Company's contribution to Provident Fund, Gratuity, Variable Pay etc.) as discussed with you is provided in Annexure-I.

The Company reserves the right to change the position for which you are being hired and/or your duties. Your initial place of work shall be the Company's office situated at **Udupi**, but you may be required to work in any other place as decided by the Company.

Your employment with the Company will be subject to (i) all terms and conditions which will be detailed in the letter of appointment, which will be issued to you on your date of joining the Company or earlier once you have accepted this offer and (ii) the terms and conditions set forth in the Service Rules book published and amended by the Company from time to time.

As an employee of the Company, you will have access to certain Company confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of the Company, or its parent or subsidiary companies, or that of its customers or partners. You will need to sign the Company's letter of appointment as a condition of your employment on the day of joining as well as a separate Non Disclosure Agreement. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers, if any. Also, you represent that you are not subject to any restrictions that prevent you from working for the Company.

This offer of employment is subject to the following conditions:

- You being found medically fit pursuant to the detailed medical check up to be carried out at Company approved hospital/ clinic;

**Robosoft Technologies Private Limited**

217, NH 66, Santhekatte, New Udupi - 576 105, India • Tel: 91 820 2593930 • info@robosoftin.com • www.robosoftin.com  
Corporate ID No. U72900KA2000PTC027961



  
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- b. The Company obtaining a satisfactory feedback from the reference checks carried out by it and/or background verification conducted through an external agency; and  
c. All information and data furnished by you to the Company, based on which this offer of employment is made, being found true and correct.

This offer is also subject to your successful completion of all the curricular requirements laid down by the University/ Institution for award of the degree. You are expected to maintain high academic standards in your qualifying degree as was communicated to you during your campus placements. Your final grade/ percentage will have to be same or higher than the academic cutoff specified to qualify for our written test.

**This offer letter is also subject to your executing a Service Agreement for 36 months, in the prescribed proforma with our Company, on successful completion of your academics and before joining our Company. A copy of the said proforma is available with our HR personnel for your review.**

We look forward to you becoming a part of the Company. Please confirm your acceptance of this offer by signing and returning one of the original offer letters before **31-Jan-2021** after which time this offer will be considered to have been withdrawn by the Company without further notice to you.

On the date of joining, you are expected to produce a set of documents as mentioned in Annexure-II

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Best Regards,



Shylaja Rao  
Chief Operating Officer

I accept the Offer as outlined above

  
[Signature]

MS. APARNA  
[Name]

29/01/2021  
[Date]

  
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**ANNEXURE - I**

Your Compensation Package, on CTC (Cost to Company) basis, shall be Rs.4,00,000, per annum, as detailed below:

Sl No.	Component	Amount in Rupees per annum	Description
1	Basic Salary	180,000	Paid monthly
2	House Rent Allowance	72,000	Paid monthly
3	Conveyance Allowance	19,200	Paid monthly
4	Medical Re-imbusement	15,000	Paid monthly
5	Food & Refreshments	12,000	Paid monthly by meal coupons
6	Leave Travel Allowance	15,000	Paid monthly
7	Other Allowance	10,546	Paid monthly
	<b>Annual Gross Salary</b> (Total of components 1 to 7)	323,746	
8	Provident Fund (Employer's Contribution)	21,600	Employer's contribution, paid monthly
9	Medical Insurance Premium	6,000	Paid directly by the Company
10	Gratuity	8,654	Paid directly by the Company
	<b>Total Fixed</b>	360,000	
11	Variable Pay	40,000	Paid at the end of the year based on <b>Individual</b> performance
	<b>Total CTC per annum</b>	<b>4,00,000</b>	

Group Medical insurance coverage is Rs. 3,00,000 per annum.

Statutory deductions at applicable rates, towards EPF, Professional Tax, Income Tax and any other taxes as applicable shall be effected from the monthly gross salary.

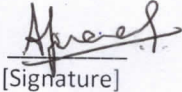
Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Yours sincerely,



**Shylaja Rao**  
Chief Operating Officer

I accept the Offer as outlined above

  
[Signature]

**Ms. Aparna**  
[Name]

**29/01/2021**  
[Date]



  
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## Annex II

### List of documents to be brought on the date of joining

1) Identity & Address Proof:

- a. PAN Card
- b. Aadhaar Card
- c. Passport
- d. Voter ID card or Driving License or Ration Card

Two sets of photo-copies of the above documents required

2) Academic Records:

- a. Bachelor's Degree Certificate + Final Mark List
- b. 12<sup>th</sup> Standard/PUC Mark List
- c. 10<sup>th</sup> Standard Mark List
- d. PG Degree/Diploma / Any other relevant Degree Certificate + Final Mark List (if applicable)

One set of photo-copies of all the above documents in SI 2

3) 10 Passport size + 1 Stamp Size Photos

4) For reference and antecedents' verification:

Contact details of TWO faculties like HOD, Internal Guide or any Sr. teaching faculty.

- i. Name
- ii. Designation
- iii. Email address
- iv. Mobile Phone number



  
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Date: May 29, 2020

To,  
**Mr. Deepshika,**  
Thonakkara house,padiyotuchal,  
Post office, Kannur- 670511.

**Subject: Offer of Employment with PEOL Technologies Pvt Ltd.**


Dear Jaime,

We are pleased to inform you that you are hereby offered the role of "**Software Trainee**" at our organization to be based initially at **Bangalore** as per terms and conditions discussed and agreed upon on and as under:

- This appointment is effective from **June 17th, 2020** and the same will be your date of your joining at PEOL Technologies Pvt. Ltd., Bangalore
- The total **Annual CTC**, shall be up to **INR 3, 00,000 (Rupees Three Lakhs Only)**.
- The job functions and responsibilities are as discussed and shall be issued in due course.

**Note: This offer is valid subject to signing the Service Agreement with the Company.**



  
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## **Terms of Employment**

### **Training Period:**

- You will be put under Training (Class room and On-job session) for a period of Six (6) months from the date of joining and this will be your probation period. On the expiry of the probation period your performance will be evaluated and you will be either confirmed in writing or your probation period will be extended. If you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent. During the training period, you will not be eligible for any leaves.
- After successful completion of your probation, you will be confirmed in writing as a permanent employee of PEOL Technologies Pvt. Ltd. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working. The company depending upon need shall take suitable cover of GPA to take care of liability under Workmen Compensation Act provided you are not covered under ESI Scheme.
- After period of service agreement, the notice period required from either side is Two (2) months. However, the Company at its sole discretion may relieve you on such date earlier to the said notice period.

### **Performance review:**

- Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

### **Company policy:**

- During the period of service with the PEOL Technologies Pvt Ltd. you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.



- During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the company in writing. Any contravention of this condition will entail termination of your services from the company.
- In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the company.

**Your services are liable to be terminated at any time**

The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if.

- During probation or after confirmation, in case you are found to be medically unfit by the PEOL's Authorized Medical practitioner, on examination.
- As and when PEOL Technologies Pvt Ltd. comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
- If you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy .
- In any serious dereliction of duties that may be prejudicial to the interests 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 pay whatsoever.

**Employment Confidential:**

- All documents, plans, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

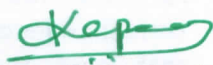



  
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- During the course of employment with the company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of PEOL Technologies Pvt Ltd., hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
- You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
- You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned , it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services , as it may deem fit.
- You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.
- While you are in employment at PEOL Technologies Pvt Ltd, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with PEOL, you shall return all documents, books, papers relating to the affairs of the PEOL Technologies Pvt Ltd., purchased with PEOL's money, which may have come to you, and also any property of PEOL Technologies Pvt Ltd. in your possession.



  
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**Governing law and arbitration:**

- The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

**Allowance & Insurance Benefits:**

- You will be entitled for medical and Accidental Insurance Benefit for Self
- Other Statutory Benefits
- Any of your deputation within 2.5 years will not attract remuneration.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
PEOL Technologies Pvt Ltd.

Accepted all of the above

**Prashant.G.Nagathan**  
Co - Founder

*Deekshitha*

Signature



*Keperu*  
Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
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**Annexure of Remuneration**

<b>Salary Details</b>		
<b>Description</b>	<b>Monthly</b>	<b>Yearly- CTC</b>
Basic Salary	15000	180000
HRA	3000	36000
Conveyance	1600	19200
Medical Allowance	1250	15000
Special Allowance	2350	28200
<b>Total(A)</b>	<b>23200</b>	<b>278400</b>
<b>Statutory Benefits</b>		
Employer PF	1800	21600
<b>Total (B)</b>		<b>21600</b>
<b>Total Deductions</b>		
Employee PF	1800	21600
PT	200	2400
<b>Total (C)</b>	<b>2000</b>	<b>24000</b>
<b>Net Pay(A-C)</b>	<b>21200</b>	<b>254400</b>
<b>CTC (A+B)</b>		<b>300000</b>



*[Signature]*  
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- \* Monthly pay is indicative amount and the actual take home salary shall vary.
- \*\*During the period of Service Agreement, company will be holding back Rs.2,000/- per month as Deferred pay component after applicable Income Tax deduction from the Net Pay.
- \*\*\*The total accumulated amount of Deferred Pay for the period of Service Agreement will be paid out in 2 equal blocks. (i.e. 50% of the sum is paid in 30th month & the other 50% paid out in 31st month of employment). Company will not pay any interest on the accumulated amount.

In case the employee is getting relieved in the month of payout, the pending amount will be paid out with Full and Final settlement. In case of employee resignation or termination of employment by the Company within the Service agreement period, the employee will not be eligible for any portion of the payout of deferred pay.

**NOTE: You will be covered under Medical Insurance for Self and Family (Spouse and 2 Children) as well as Accidental Insurance Policy.**



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**NANDI TOYOTA**  
MOTOR WORLD PRIVATE LIMITED  
46/3A, Kudlu Gate, 7th Mile,  
Hosur Road, Bangalore - 560 068.  
Ph : 080 - 40431111  
Website : www.nanditoyota.com

July 23<sup>rd</sup>, 2021  
Private & Confidential

Nandi/HRD/OL/7069

To,  
Mr. Febin P Saji  
Parayil House, Vellor PO  
Pampady, Kottayam  
Kerala

Sub: Offer of Employment at Motor World Private Limited (Nandi Toyota)

Dear Febin,


It was a pleasure interacting with you to consider you for an employment with Nandi Toyota. Based on the interview and the subsequent discussion we had with you, we are pleased to offer you the position of Sales Officer in our company as per the terms and conditions discussed with you in the meeting. The detail of your salary and Cost to Company (CTC) is mentioned in the enclosed annexure.

This Offer will remain valid till **August 23<sup>rd</sup>, 2021**. You are requested to produce all necessary documents which is mentioned in the enclosed annexure and should report at 9.00 A.M on date of joining. Please sign and return the duplicate copy of this letter to us as a token of your acceptance of this offer.

We look forward to having you on board!

Sincerely,

For Motor World Private Limited

  
Joseph Antony  
Manager – Human Resources  
(9900590766)



Registered Office : Motor World Private Limited, 46/3A, Kudlu Gate, 7th Mile, Hosur Road, Bangalore - 560 068.  
CIN : U34300KA2001PTC029485



  
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MOTOR WORLD PRIVATE LIMITED		
Salary Break-up Sheet		
Name	Mr. FEBIN P SAJI	
Designation	Sales Officer	
A. Particulars		
	Monthly (Rs.)	Yearly (Rs.)
Basic	2700	32400
Variable Dearness Allowance	6200	74400
City Compensatory Allowance	1000	12000
Medical Allowance	1000	12000
Mobile Allowance	500	6000
Transport Allowance	1300	15600
<b>A. Total</b>	<b>12,700</b>	<b>152400</b>
B. Deductions		
Employee PF Contribution	1,068	12,816
Employee ESI Contribution	95	1,143
Profession Tax	0	0
Employee Welfare Fund	25	300
<b>B. Total</b>	<b>1,188</b>	<b>14,259</b>
<b>Net Salary(A-B)</b>	<b>11,512</b>	<b>138,141</b>
C. Reimbursements		
Daily Allowance / Day@Rs.60	1,560	18,720
Fuel Expenses @ Rs. 2.5/KM		0
Fuel Allowance	0	0
<b>C. Total</b>	<b>1,560</b>	<b>18,720</b>
D. Cost to Company		
PF (Company Contribution)	1068	12816
ESI (Company Contribution)	413	4953
Gratuity	427	5126
Bonus	1780	21360
<b>D. Total</b>	<b>3688</b>	<b>44255</b>
<b>CTC(A+C+D)</b>	<b>17,948</b>	<b>215,375</b>

NB:

1. Daily Allowance is paid only to Field Sales Officers. Sales Officers in showroom duty are not eligible for Daily Allowance
2. Apart from the above mentioned salary, you are eligible for Petrol Allowance @ Re. 2.50/- per KM for official purposes

For Motor World Private Limited

Joseph Antony  
Manager - Human Resources



*Febin P.*



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**OFFER LETTER**

Date: 10/06/2021

**Dear Lishaka D Shetty,**

With reference to your application and the subsequent interview you had with us, we are Pleased to offer you an employment offer with Accolade tech solution.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The first three (3) months of your employment will be probationary. You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three (3) months. The first 10 days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.
2. Designation and Salary: You shall be employed as a Trainee Developer with us and your benefits will be as follows:
3. Remuneration: For the duration of your probation period you will be eligible for a compensation of 25,000 INR.

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

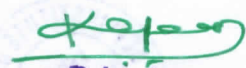
During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents.

Accolade Tech Solutions, Shop No 523 & 524, 5th floor, Shalimar Complex, Father Muller's Hospital Road, Kankanady Mangalore- 575002. Phone: +91 9900448554.



  
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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

DOJ: 05/07/2021

Working Hours: 9 Hours a day (Inc. Lunch and evening Break) Job Type: Full-Time Employment

(After Probation Period) Location: Bangalore

DOJ: 05/07/2021

Pay after Probation period: CTC 3.5LPA

Thanking you and looking forward to a continued valuable association with you.

Yours faithfully,



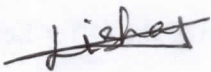
Harish

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Accolade tech solution.

NAME: Lishaka Shetty

DATE: 12/06/2021



(Candidate's Signature)

Accolade Tech Solutions, Shop No 523 & 524, 5th floor, Shalimar Complex, Father Muller's Hospital Road, Kankanady Mangalore- 575002. Phone: +91 9900448554.



  
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**Strictly Private & Confidential**

26 July 2020

**Mangalore**

Dear Dhiraj,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') as per the below terms and conditions:

**Role – Graduate Engineering Trainee**

**Date of Joining – 28 July 2020**

Your annual total earning potential will be **INR 2,42,605.00 /-** and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to [hrteam@glowtouch.com](mailto:hrteam@glowtouch.com) to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page**. In addition, please provide all the documentation identified in **Annexure 4**.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Dhiraj, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

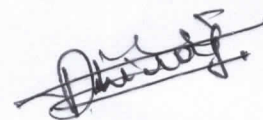
Full Name: Dhiraj

Senior Vice President – Corporate Services

Date : 26 July 2020

1

Candidate's signature \_\_\_\_\_



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**ANNEXURE 1**

**COMPENSATION**

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,42,605.00 /- (please mention the total cash component amount as provided below)

**SALARY ANNEXURE**

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6800.00	81600.00
DA	Fixed	3400.00	40800.00
HRA	Fixed	4080.00	48960.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	2020.00	24240.00
<b>Total Fixed Salary - A</b>		<b>17000.00</b>	<b>204000.00</b>
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity	Variable	491.00	5887.00
Provident Fund	Variable	1224.00	14688.00
Employee State Insurance	Variable	553.00	6630.00
<b>Total Other Benefit - B</b>		<b>2268.00</b>	<b>27205.00</b>
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
<b>Total Additional Benefit - C</b>		<b>950.00</b>	<b>11400.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>19268.00</b>	<b>231205.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>20218.00</b>	<b>242605.00</b>

2

Candidate's signature




  
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1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory
2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service
3. Medclaim insurance premium paid by employer on account of employee as per company policy

(Note 1: For International Worker Only\* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. \*As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.25% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

**ANNEXURE 2**

**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a- vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

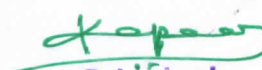
Full Name: Dhiraj

Date : 26 July 2020

3

Candidate's signature



  
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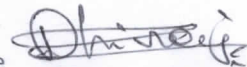
ANNEXURE 4

**REQUIRED DOCUMENTATION (To be submitted on the day of joining)**

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available



  
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1 July 2020

To,  
Suraksha N,  
India.

**Subject:** Your appointment as *Junior Applications Developer*

Dear Suraksha N,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above position in KPI SuiteTech (the "Firm") subject to the following terms and conditions:

1. POSITION & REPORTING

Your designation will be *Junior Applications Developer*. In this position you will officially be reporting to **Abdul Najeed Khan, Manager – Applications**. You will have a working relationship with rest of the staff in the firm on various matters.

2. COMMENCEMENT OF EMPLOYMENT

As agreed, between us, you shall join the services of the firm from **18 July 2020**.

3. PROBATIONARY PERIOD

You will be on probation for a period of 90 days, from the date of commencement of your duties. After completion of probationary period, based on your performance evaluation your position will be confirmed in the Firm. There will be no separate intimation for confirmation of employment and this letter will be considered final, unless anything to the contrary is provided to you in writing.

Initial Training will be provided to you during the first three months. Training will cover the topics like UI development, Backend development, Mobile Apps development, Workflows, Business Processes, Reports, Dashboards etc. Learning and enhancing the knowledge and skills required to keep abreast of changes is a continuous process, which requires your continuous attention, time and attitude to learn.

4. DUTIES & RESPONSIBILITIES

KPI is a leading Solution Provider for Oracle NetSuite - #1 Cloud-based ERP solution in the world. You will be responsible for; but not limited to; the following requirements:

1. Developing, implementing and maintaining configurations and customizations of Oracle NetSuite
2. Developing, implementing and maintaining 3<sup>rd</sup> party software and its integrations to NetSuite.



3. Developing, testing and deploying customized fields, forms, scripts, workflows, custom records and user roles.
4. Supporting business needs for new KPIs, reports, saved searches and dashboards.

5. ADDITIONAL RESPONSIBILITIES

The Firm continues to work in a flexible manner, like a start-up organization. Therefore, in addition to the above, there will be additional activities which are broad and entrepreneurial, which would require your attention or assistance. You are expected to extend your expertise, service and assistance on all such occasions.

6. PLACE OF POSTING

Your initial place of posting will be in **Mangalore, India**. You may however be required to work at any other place of business which the Firm has or may later acquire.

7. HOURS OF WORK

The normal working days are Monday through Friday, and on alternative Saturdays. The normal working hours are from **9 AM to 6 PM**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Firm. The Firm being in the service industry servicing overseas customers and projects, if necessary, additional efforts may be required depending on tasks assigned to you.

8. NOTICE PERIOD; TERMINATION

- a. After confirmation of services, either party can terminate your employment by giving three months' notice to the other party, which comprises a non-negotiable mandatory working period of 2 month with the remainder of the notice period negotiable on both sides (to agree the release date & salary payment in lieu of notice, if any).
- b. The Firm reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss or damage to the Firm.
- c. On the termination of your employment for whatever reason, you will return to the Firm all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and
- d. Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. COMPENSATION STRUCTURE

- a. Your annual compensation including benefits by the Firm is Rs. 2,40,000/- (Two Lakh Forty Thousand Rupees only). A typical breakup is provided below.





- b. Your compensation will be subject to income tax as per the provisions of Income Tax Act, 1961.

**Remuneration: 20,000 INR per month**

Breakup of the annual compensation is as follows:

PARTICULARS	AMOUNT (INR)
Basic Salary	96,000.00
Housing Allowance	72,000.00
Medical Allowance	36,000.00
Other Allowances	36,000.00
<b>Total</b>	<b>2,40,000.00</b>

**10. TERMS & CONDITIONS**

- a. Minimum commitment

By virtue of the Firm being fresh and lean, you would understand that every member of the team has significant contributions to make in the growth of the Firm. You would also appreciate the fact that the initial few months post joining would be spent more in understanding the Firm, Market Context and Potential, Competition and other factors that would influence the growth of the Firm. It is only after this period that one can make any significant contribution to the Firm. It is therefore required that every member of the team commit themselves to a certain minimum period in the Firm for it to utilize such person's skills to a reasonable level.

By signing this letter, you agree to work with KPI for a minimum period of 2 years from the date of joining.

- b. Confidentiality:

As an employee of the Firm, you will have access to confidential information relating to the Firm, its clients, prospective clients and associates depending on the nature and requirements of the assignments you handle. Such confidential information may include methods, processes, formulae, systems, inventions, techniques, financial information, pricing, trade secrets and other reasonable matters that may be considered as Confidential Information under the general sense of the term. You may also come across privileged information which may not be subject to disclosure.

By signing this letter, you agree not to disclose such Confidential Information to any third party (natural person, company, association of persons, body of persons or any other entity) or any past or prospective employer or any competitor of the Firm.

We wish to impress upon you that we do not want you to, and we have directed you not to, bring with you any confidential or proprietary information belonging to any previous employer or violate any other obligations you may have with any former employer.





c. Non- Compete

You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement. If you were previously employed with another Organization, you represent and warrant you us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous having legal ramifications/ consequences for you or for us.

During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation, or other commercial activity, whether as a principal, agent, contractor or otherwise, whether full-time or part-time.

In recognition of the transfer of Confidential Information or Intellectual Property to the Firm, you hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.

By signing this letter, you agree that there are no conflicts of interests that you face by accepting the position in this Firm. Any conflicts of interests you may potentially face will be promptly disclosed in writing to the Partners.

d. Intellectual Property Assignment

By signing this letter, you agree that you currently hold no IPR that belongs to you which belong to the realm of the Firm's activities.

During the "course of your employment" (from the date of joining till the date of termination of the contract of employment), you may solely or jointly conceive or develop, or cause to conceive or develop, inventions, original works of authorship, concepts, know-how, improvements, trademarks, domain names, trade secrets, patentable or otherwise ("generated IPR").

By signing this contract, you assign and agree to assign, to the Firm or its designee, all your right, title and interest throughout the world on such generated IPR. You also agree to document and maintain in adequate detail, written records of all Intellectual Property that you solely or jointly, conceive or develop, or cause to conceive or develop.

e. Facility usage policy

Access to all facilities provided the Firm, including Laptops, Desktops, and other computer





systems, emails, telephone and telecommunication equipment or facilities, office facilities, stationery and workspaces should be used for the benefit of the Firm. The Firm retains the right to inspect workspaces, equipment and facilities provided at any time, without any notice.

f. Non-solicitation

By signing this contract, you agree that for a period of 3 years after your cessation of employment with the Firm, you shall not:

- Directly or indirectly solicit or attempt to solicit any similar business from any of the Firm's customers, prospective customers, vendors or other associates of the Firm whether or not you would have had material contact with them during your employment with the Firm.
- Directly or indirectly, on your behalf or on behalf of any person or entity, attempt to recruit, solicit or induce any staff of the Firm.
- Directly or indirectly try to obtain or attempt to obtain employment offer from any of the firm's customers, prospective customers, vendors or other associates of the firm.

g. Governing Law/Jurisdiction

This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian laws.

h. Understanding

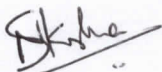
By signing this contract, you agree that you have read and understood the terms and conditions in their entirety.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and returning the same to us for the Firm's records.

Welcome to be a part of team KPI.

Aman Kumar Jha  
**Assistant HR Manager**  
Date: 1 July 2020

I hereby accept the position and terms and conditions of employment offered.



Suraksha N  
Date: 3/07/2020



**Private and Confidential**

Ref. No:256536WD

30 Sep, 2021

Manisha Gujran

D1-33 Asmita Jyothi , Charkop Naka, Marve Road ,Malad west , Mumbai - 400095 Maharashtra 400095 India

Dear **Manisha**,

Sub: Contract of Employment

We are pleased to appoint you at Job Level of **Specialist 2** and Management Level of **Specialist** in the Technology Risk Assurance Services Sub Business of the **Assurance** Line of Service of **Price Waterhouse LLP** ("Firm"). It is expected that you would join on **11 Oct, 2021**. This offer of appointment is subject to the terms and conditions attached hereto (Appendix A and Appendix B).

Your place of posting will be **Mumbai**.

Your Total Base Pay (i.e. annual fixed compensation) will be Rs. **400,000.00/- (Rupees Four Lakhs Only)** as detailed in **Appendix A**. In addition to your Total Base Pay, you will be eligible for a variable pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Firm's policies.

Appendix B lists out the broad terms and conditions of service governing your employment with the Firm. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

It is important to note that the Firm has a documented Human Capital Manual or Policy (hereinafter HC Policy). The HC Policy inter-alia contains various important provisions, for e.g. leaves, notice period, independence policy, etc. which are applicable to all staff members. Such provisions of HC Policy shall, by reference, be deemed to be part of your employment contract with the Firm and you shall at all times be bound by the same. Furthermore, all women employees are entitled to benefit under the Maternity Benefit Act, please refer to the Human Capital Manual or Policy as available under the "Policy House" for further details in this regard.

As an employee of the Firm, you are requested to go through the HC Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Firm.

In the event of any inconsistency between this employment contract and the HC Policy, the provisions of HC Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages and put your signature on the declaration at the last page of this agreement and return to us the duplicate copy of the entire agreement duly initialed and signed. Please note that this offer shall remain open for 3 days post-receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected. In the event that you accept this offer, you are required to join your duties with us latest by **11 Oct, 2021** failing which it shall be assumed that you have decided not to join and thus to have rejected this offer.



Initial of Employee

Principal

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We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For, Price Waterhouse LLP

**{{Signature\_es\_:signer1:signature}}**

Sushil Kedia  
Partner

**{{Signature\_es\_:signer2:signature}}**

**APPENDIX A**

30 Sep, 2021

Name: Manisha Gujara

Job Level: Specialist 2

Management Level: Specialist

Sub SBU: Technology Risk Assurance Services

Competency: 1231122 Technology Risk Assurance Services|Mumbai

Location: Mumbai Shivaji Park

**COMPENSATION DETAILS**

Basic(Annual):INR246,920

Basic(Monthly):INR20,577

House Rent Allowance(Annual):INR123,460

House Rent Allowance(Monthly):INR10,288

Provident Fund (Employer's Contribution) (Annual): INR29,620

Provident Fund (Employer's Contribution) (Monthly): INR2,468

Total(Annual):INR400,000

Total(Monthly):INR33,333

Employer's contribution to National Pension Scheme & Reimbursable Flexible Benefits (RFB)\*:INR0

Total Compensation:INR400,000/-



*Manisha Gujara*  
Initial of Employee

*K. J. J.*

Principal

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\* If eligible for RFB, the Firm has decided to contribute 10% of your Basic salary as its contribution towards NPS scheme. In case, you feel that the Firm should not contribute / contribute at a lesser rate please update the NPS & RFB form. The lesser contribution to NPS will move towards RFB.

All the above amounts are based on a full year of service and the amount payable to you would be determined pro-rata based on the number of days that you serve with the Firm during the applicable financial year.

## ANNUAL VARIABLE PAY

In addition to the above Total Base Pay, you will be eligible for annual Variable Pay. The annual Variable Pay will be payable as per the Human Capital policy (as amended from time to time). The Annual compensation and Variable Pay / Performance Bonus will be subject to deduction of tax at source, in accordance with Income Tax Act, 1961 and all other central and state legislation applicable to your base location.

Additional benefits extended by the Firm are gratuity as per the Payment of Gratuity Act 1972, Group Personal Accident, Group Life Term and the Group Mediciam Insurance as per the Firm's policy. Please note that as an employee of the Firm, you are subject to all the policies and procedures of the Firm including those relating to Independence, Risk Management and Code of Conduct, as amended from time to time. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

## APPENDIX B

### General Terms & Conditions

#### 1. Verification

Your employment in the Firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Firm reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Firm or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

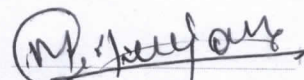
#### 2. Date of Birth


The date of birth declared by you is 7 Oct, 1999. You will be bound by such declared date of birth in all service matters with the Firm, including your retirement age. Though at this time the Firm has accepted this as your date of birth on the basis of your statement and the documents you have provided, the Firm may at any time call upon you to furnish additional proof thereof as deemed appropriate.

#### 3. Nationality

You confirm that you are an Indian national and hold an Indian Passport and are thus exempt from any additional work authorization to work in India. However, if you are a non- Indian holding a foreign passport, you will be required to demonstrate that you have the necessary authorizations for working in India by submission of relevant documents. It will be your responsibility to ensure that throughout your employment with Price Waterhouse LLP your work authorizations are up to date and you shall hold Price Waterhouse LLP harmless and indemnified against any act or omission on your part in this regard. In case the work



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authorization ends during the course of your employment with Price Waterhouse LLP your contract with Price Waterhouse LLP will be deemed to be terminated.

#### 4. Working Hours

The working hours of the Firm have been provided in the Human Capital Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.

#### 5. Leave

Your annual leave entitlement will be as provided in the Human Capital Policy of the Firm as amended from time to time. You shall also adhere to the weekly off based on your place of posting as applicable and amended from time to time.

#### 6. Posting & Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred in such capacity as the Firm may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

#### 7. Secondment

Your job may entail you to proceed, from time to time, on assignments at stations outside your place of posting and stations overseas. Based on exigencies of work and at the discretion of the Firm your services may also be transferred to any office of the Firm or seconded to any of its associate Firms in India or abroad or to any office of the Firm abroad. In such event you will be governed by the transfer and secondment rules framed by the Firm and / or by such associate Firm in this respect. In the event of your transfer and / or secondment you will also be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with all applicable immigration/ visa and foreign exchange rules in this regard.

#### 8. Confidentiality

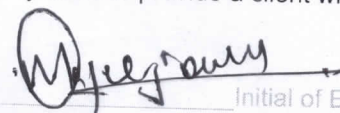
Maintaining confidentiality is a condition to your employment. During your employment, you will not store, copy, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Firm. You will not, either during your employment with the Firm or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Firm's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Firm or their authorized representatives.

On discontinuation of your employment, you will return to the Firm, all papers and documents and all other property pertaining to the Firm or affairs of the Firm or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

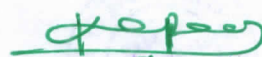
You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by the Firm / certain clients of the Firm. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Firm, our clients and third parties.

#### 9. Intellectual Property

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the Firm may need to provide a client with

  
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material without acknowledging each individual who worked on it.

By signing this agreement, you are:

- Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Firm with unfettered rights for utilization or disposal of the same; and
- Consenting to the Firm and/ or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

## 10. Independence

Independence is a professional principle and obligation that must be observed by all Staff members providing internal and/or client services. Independence obligations prohibit, among other things, you, your spouse/ cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the Firm and such clients' affiliates. Similarly, a non-dependent close family member's position with or material investment in an audit/ attest client of the Firm may impair your compliance with the Firm's independence rules.

Your position, job description, office location and client associations determine the applicability of specific provisions of the Firm's independence policy to you. Because it is important that you become familiar and comply with the Firm's independence policy, you agree to review the Firm's policies and materials regarding independence. Before joining the Firm and periodically thereafter, you will be required to confirm your compliance with the Firm's independence policy. In the event that the Firm's independence policy undergoes amendment, you shall be bound by the amended terms.

In connection with your independence obligations, the Firm and/ or the Securities and Exchange Commission and / or other statutory body may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a Firm database. If an impairment of the Firm's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another Firm office or even to leave the Firm.

## 11. Staff Members Joining Clients

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer. On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

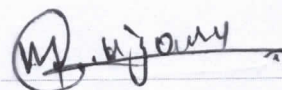
## 12. Risk Management

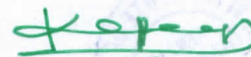
A clear objective of the Firm is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Firm has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes as in force from time to time when undertaking your work.

## 13. Confidential and Proprietary Information

Information and materials relating to the Firm, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Firm. You have an obligation to



  
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safeguard Confidential Information from unauthorized use and disclosure.

Confidential Information includes, but is not limited to, the Firm's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the Firm takes measures and may initiate any action including but not limited to initiating criminal proceedings to maintain its confidentiality and guard its secrecy.

Confidential Information may be copied, disclosed or used by you during your employment with the Firm only as necessary to carry out Firm business and, where applicable, only as required or authorized under the terms of any agreements between the Firm and its clients, licensors and suppliers.

You agree not to take or keep any Confidential Information when you leave the Firm. If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or Host GMC to seek the Firm's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Firm.

#### 14. Insider information

You are prohibited from using or sharing information, not publicly disclosed, which you obtain during the course of your work for the Firm, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the Firm's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Firm must maintain independence.

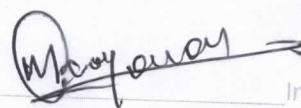
#### 16. Code of Conduct

The Code of Conduct Policy addresses how employees in the Firm should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Firm policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com> and to keep yourself abreast of any amendments thereto as may be made from time to time. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline (toll free: 1800 209 6005 or email: [ethics.india@in.pwc.com](mailto:ethics.india@in.pwc.com)). For further details please refer to Human Capital Policy as amended from time to time.

#### 17. Protection of Computer Software/ Firm's Assets

The Firm has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Firm, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. Where applicable, you shall be provided with a corporate credit card, internet data card. All these shall at all times remain the Firm's property/ assets, and they must be returned to the Firm on termination of employment or whenever requested by the Firm or disposed of in accordance with the policies and directions under which they are issued. You will be provided with access to a computer for your business use in the office. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Firm's relevant policies and procedures applicable to usage of the Firm's computer equipment, including the Firm's policies on the appropriate use of email and the internet. You acknowledge and agree that the Firm reserves the right to monitor your usage of the Firm's computer(s) and IT systems/ resources towards ensuring that there is no unauthorized usage thereof.





Initial of Employee



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## 18. Exclusivity

During the continuance of your employment with the Firm, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior written permission of the Firm.

## 19. Enrollment(wherever applicable)

In case you are a qualified member of a professional Institute like CA/ ICWA/ CS etc., you will be required to enroll yourself as a member of the respective Institute within two months of joining the Firm and notify your membership number in the Institute. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining under intimation of your Firm. You are required to notify the Firm of your membership number in the Institute. In case you hold other educational qualification that entitles you to a Certificate of Practice, in such a case also, you are not allowed to hold this Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining under intimation to the Firm. As a member of the respective Institute you shall additionally be bound by the Rules and Regulations of the respective Institute and will render all requisite support / documentation and keep the Firm indemnified at all times.

## 20. Bond signing (Sponsored Training Programs)

The Firm, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Firm. In consideration of being chosen for such training programs, at the Firm's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Firm for a prescribed period after completion of training. If you fail to do so, you shall be required to refund to the Firm the cost of training in accordance with applicable slabs of refunds. You will be entitled to refuse to be provided such training. You acknowledge and agree that in the event that you accept such training then you shall remain bound by the terms of such bond and the Firm shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

## 21. Leased Assets

In case of leased assets, like cars availed by you through the Firm, you will be personally liable for usage of such assets. The Firm will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your sole personal responsibility. It shall also be your responsibility to ensure that a valid insurance policy as may be required by law is maintained in respect of such asset at all times.

You hereby agree to keep the Firm fully released and discharged (and take all necessary actions in respect thereof) from any claims, actions or proceedings relating to your usage of such leased assets. In case of discontinuation of employment with the Firm, you will settle / foreclose the outstanding lease amount. You further authorize the Firm to settle the outstanding amount from your full and final amounts and shall take the appropriate steps to get the asset registered in your name, failing which the Firm shall take all requisite steps to protect its interest in this regard.

## 22. Retirement Age

The retirement age from the services of the Firm is 60 years

## 23. Retirement/ Separation Benefits



*[Handwritten Signature]*

Initial of Employee

*[Handwritten Signature]*

Principal

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You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be administered through your pay slip.

## 24. Notice Period

24.1 The Firm or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as given below or a salary payment in lieu of that notice. The Firm may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Firm before agreeing to his release. If, in exceptional cases, the Firm agrees to an employee's requests for an early release, the Firm will recover the salary or part thereof equivalent to the balance notice period. For further details please refer to the Human Capital Policy. The notice period for termination of employment by either side for the various levels shall be as specified in Human Capital Policy of the Firm. As per the aforesaid policy, the current notice period for the various levels is set out below:

- (ii) Administratives and Specialists - Sixty days
- (iii) Associates and above - ninety days

However, the period that is prescribed on the date of giving notice shall apply.

## 24.2 Termination without notice

The Firm has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the indicative events are; (i) misconduct (ii) repeated misconduct (iii) breach of instructions by an employee (iv) failure to safeguard the assets of the Firm (v) activities which bring the Firm into disrepute (vi) sexual harassment (vii) any furnished declaration is false (viii) the employee is found to have wilfully suppressed any material information (ix) criminal conviction by court of law (x) failure to adhere to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time or (xi) where situations warrants action outside this Policy. In the event that the Firm exercises this right, it may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress. For further details please refer to the Human Capital Policy.

## 25. Exit formalities

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Firm. You will be required to return to the Firm, all documents, including copies thereof and property including but not limited to corporate credit card, internet data card and comply with company car and leased accommodation terms, where applicable, before your last working day in order to obtain release. You are also specifically restrained from keeping copies or extracts of any of the Firm's or client's documents with you, after your release from the services of the Firm, except with specific written permission from the Firm. As part of your exit formalities, you have to provide in writing to the Firm that you have not retained any data/ confidential information relating to the Firm and/ or our clients and that you will be personally liable to the Firm and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

## 26. Set Off

You as an employee explicitly agree that your final settlement of dues shall happen only after completion of the aforesaid formalities and first adjusting all dues under whatsoever head then due to the Firm including but



*[Handwritten Signature]*

Initial of Employee

*[Handwritten Signature]*

Principal

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not restricted to settlement of credit card dues, any recovery of dues pertaining to Firm assets, unadjusted advances or other amounts, if any paid on your behalf etc. In case of shortfall in the amounts to be recovered, you shall forthwith settle the remaining amount without demur or protest. The exit formalities shall be kept in abeyance till the deficit amount is paid in full.

## 27. Non Solicitation

Upon leaving the Firm you will not, without prior written consent of the Firm, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, Firm or corporation who has, at any time during your employment with the Firm, been: a client of the Firm with whom you have had contact or been involved in the provision of services, or an employee of the Firm. To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Firm. It is mandatory to immediately notify your Director/ Partner of such an offer.

## 28. General

As an employee of the Firm you are required to book proper time and expenses, use the Firm provided email ID and Internet for business purposes, not share your access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times. It also important that you keep the Firm informed about any change in your personal particulars, and file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including passport, driving licenses, corporate credit card, Aadhar). Your employment in the Firm shall be governed by your compliance with and by providing all requisite information that may be sought from you by the Firm from time to time. The conditions contained herein in the contract of employment are indicative only and can be modified from time to time. For any clarification on the Firm's Human Capital Policy please feel free to get in touch with the local designated HC staff. If you do not get a satisfactory response you may escalate the matter to the Human Capital Leader.

## 29. Company's Policies, Procedures and Rules

As an employee of the Firm, you shall be governed by all the policies including, but not limited, to those relating to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

## 30. Right to access

It is the Firm's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the Firm's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the Firm reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self-regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

## 31. Wrongful Dissemination

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or



*[Handwritten Signature]*

Initial of Employee

*[Handwritten Signature]*  
Principal

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through the Facilities of the Firm or otherwise any information or material which:

- belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights; · is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts; · contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the Firm;
- contains any unlawful advertising, promotion or solicitation;
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever; · is grossly offensive or menacing in nature;
- impersonates another person.

### 32. Employee Consent

You hereby give consent to the Firm to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Firm, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other PwC network Firms (each of which is a separate legal entity) of such personal information within or outside India.

### 33. No Duress

You hereby consent and agree that you are signing the employment contract, including the Appendix A and Appendix B and agree to be subject to all the Terms and Conditions of the Firm's HC Policies including but not limited to those relating to Independence, Risk Management and Code of Conduct, as amended from time, on your own volition and without any undue influence.

### 34. Dispute Resolution

All disputes arising under this Agreement shall be governed by and construed solely and exclusively in accordance with the laws of India and all disputes shall be subject to the exclusive jurisdiction of the competent Courts of Delhi, India only.

For Price Waterhouse LLP,

**{{Signature\_es\_:signer1:signature}}**

Sushil Kedia

Partner

Encl: Declaration to be signed by the Employee

DECLARATION



*M. S. Jang*

Initial of Employee

*Kedia*

Principal

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By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Firm as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b) I acknowledge and agree to the Firm reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the Firm to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment.
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Firm, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Firm.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Firm's Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the Firm and/ or its clients.

Consent to cooperate

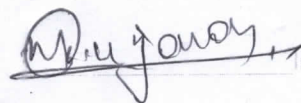
I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the Firm.

The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the Firm.

I accept the above.

**{{Signature\_es\_:signer2:signature}}**

Manisha 03/10/2021  
Name/ Signature/ Date



Initial of Employee



Principal

**SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE**



# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

4-April-2020

To,  
Kavya P S

Dear Kavya P S,

With reference to your application and subsequent interview with us, we are pleased to offer you the position as "Trainee Software Engineer" with CodeCraft Technologies Pvt Ltd.

At CodeCraft Technologies you will soon discover, it is all about people - the best people. This offer comes to you as the culmination of a rigorous selection process and you're sure to find a challenging peer group at CodeCraft Technologies Pvt. Ltd. We are positive that you will find the work environment stimulating and conducive to help you realize your professional goals.

We trust our relationship will be guided by a quest for excellence in all facets of our interaction as well as based on a foundation of mutual respect and sincerity in all dealings.

Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.


Welcome onboard!

2<sup>nd</sup> Floor, Classique Arcade, K S Rao Road, Mangalore – 575001, Karnataka, India

Phone: +91 824 2443697 | CIN: U72200KA2011PTC058348

Page 1 of 6



  
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MANGALORE

## Annexure I

1. Date of Joining ("18-June-2020")

You are expected to report to work not later than at 10:00 hrs at CodeCraft office Premises located at Classique Arcade, 2<sup>nd</sup> Floor, K.S.Rao Road, Mangalore – 575001. On your joining date, you will be required to sign the Employment Agreement detailing the specific terms and conditions of your engagement with CodeCraft.

2. Salary

Your Annual Total Employment Cost to the Company would be INR 2,48,778 per annum (Two Lakhs Forty Eight Thousand Seven Hundred Seventy Eight only) the details of which is given in the Annexure II attached below.

3. Place/Transfer

Your present place of work will be at Place (Mangalore Office ), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

4. Probation/Confirmation

You will be on a Probation period for the period of Three months. Based on your performance your services will be confirmed with the company in written after Three Months.

5. Leave Policy

As per company Policy, You will also be eligible for public holidays, as decided by the Company.

6. Termination of Employment

Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated.





7 Commencement of Employment

You will be governed by the rules, regulations and the other Company policy(together the "Company Policy") of CodeCraft Technologies Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment. Upon the commencement of employment, you would be required to submit to the Company all documents as outlined in Annexure III within 2(Two) days. Any delay in submitting documents beyond 2(Two) day will result in termination of your employment.

8 Working Hours

Your working hours will be as advised to you by your superiors from time to time but will not ordinarily be over 48hrs working hours a week.

9 Notice Period

The Employee shall serve a notice period for Three Months (3 Months). The Notice Period shall start from the date of acceptance of his/her resignation by his/her manager ("Notice Period").

10 Retirement

Subject to earlier termination of this engagement, you shall retire on your 60<sup>th</sup> birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

11 Your Responsibilities towards CodeCraft

- a. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
- b. You will be required to maintain utmost secrecy in respect of Project documents, technical or other important information, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
- c. You will be required to comply with all such rules and regulations as the Company may frame from time to time.



# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

- d. This Offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it becomes known that you have made a false statement after due background verification (or have not disclosed a material fact) resulting in your being offered this Offer, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to CodeCraft Technologies family and look forward to a fruitful collaboration.

With best wishes,  
For CodeCraft Technologies Pvt Ltd [DIN: 03496413]

Agreed and Accepted: I accept your offer as outlined in this letter, including any subsequent revisions, and I will be available to begin work at CodeCraft Technologies Private Limited. I understand that this offer is contingent upon successful completion of reference and a background check if required.

Name: *Kavya.R.S.*

Date: *06/04/2020*

Signature: *Kavya.R.S.*

2<sup>nd</sup> Floor, Classique Arcade, K S Rao Road, Mangalore – 575001, Karnataka, India  
Phone: ++91 824 2443697 | CIN: U72200KA2011PTC058348

Page 4 of 6



*[Handwritten Signature]*

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## Annexure II: Cost to Company

Components	Monthly	Annual
Basic	8239	98868
HRA	3295	39540
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Special Allowance	2093	25116
Gross (A)	<b>16477</b>	<b>197724</b>
<b>Employee Contribution</b>		
PF	989	11868
PT	200	2400
ESI	288	3456
Total Employee Contribution (B)	1477	17724
<b>Employer Contribution</b>		
PF	1084	13008
EESI	783	9396
Total Employer Contribution (C)	<b>1867</b>	<b>22404</b>
Performance Bonus (D)	0	18000
Mediclaime (E)	0	8850
LIC (F)	0	1800
Take Home (A-B)	15000	180000
CTC (A+C+D+E+F)	<b>18344</b>	<b>248778</b>

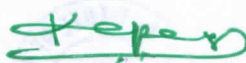
**Note:** Performance Bonus would be paid to you on completion of your 2 Years from DOJ based on your performance only or company policy. The above will be paid (CTC) subject to tax deductions at source as per Income Tax Act, and Professional Tax.

2<sup>nd</sup> Floor, Classique Arcade, K S Rao Road, Mangalore – 575001, Karnataka, India

Phone: ++91 824 2443697 | CIN: U72200KA2011PTC058348

Page 5 of 6



  
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## Annexure III: Documents to be submitted on the Day of Joining

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

1. Standard X and XII Mark sheets equivalent.
2. Degree certificate and mark sheets for all semesters.
3. Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
4. Aadhaar Card
5. Experience certificate from your previous employer (If applicable).
6. Relieving letter from your current employer indicating the date of release (If applicable).
7. Copy of Passport if having.
8. Address proof (Passport/ Ration card/ Telephone bill/ Electricity bill, Rent agreement).
9. PAN Card
10. Six photographs - passport size
11. Your original documents will be returned to you after verification.





## OFFER LETTER

Date: 16/04/2021

Dear Albin Cherian,

On behalf of NaVinod Technologies LLP (Aykan®) we take great pleasure in offering you the position of Trainee Software Engineer.

We would like you to join us on or before May 20<sup>th</sup> 2021. Your location of work will be NaVinod Technologies LLP (Aykan®) 3rd Floor, ABCO Trade Centre, NH-66, Kottara Chowki Mangalore, Karnataka 575006, IN. The appointment is terminable on giving written notice of 60 days by either side or salary in lieu of notice. Your target compensation will be Rs. 3,00,000/- (Rupees Three Lakh only) per annum.

In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expire of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

This offer of appointment is valid up to a period of one week from the date of this letter. You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company has the right to change or modify your terms and conditions of service at any time. Though you have been engaged for a specific position, the Company reserves the right to transfer you to any other branch, location, Department, and establishment of the Company in India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

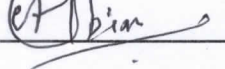
**For NaVinod Technologies LLP**



**(Vinod Kumar, Co-founder & CEO)**

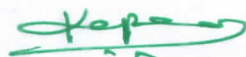
### ACCEPTANCE

In consideration of my employment with NaVinod Technologies LLP (Aykan®), I agree to abide by all its policies and procedures, rules and regulations. If employed, I understand that I may terminate my employment with sixty days' notice, and that the Employer may terminate employment with sixty days' notice.

Signature: 

Date: 16/04/2021



  
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MANGALORE

15/04/2021

**Sub: Offer letter for the post of Trainee Engineer**

Dear Ramlath,

With reference to the Interview you had with us to the above post, we are pleased to inform you that you have been selected for the post "**Trainee Engineer**".

You will be reporting to Mrs Neeta Adappa and will be posted at Bangalore.

Your CTC (cost of the company) 3,00,000 (Rupees Three Lakh Only) per annum.

You will be on probation for a period of 3 months from the date of joining. The detailed appointment letter will be issued to you upon your joining the organization. This offer letter is valid up to 13<sup>th</sup> May 2021 and accordingly you can join us on or before 13<sup>th</sup> May 2021. You may please bring along the documents as listed in the attached **Annexure – II** while joining us.

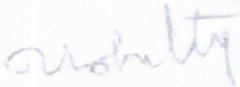
Your appointment will be subject to successful competition of background verification and probation period, Based on performance.

Kindly return the duplicate copy of this letter duly signed by you in token of your acceptance of the terms and conditions thereof.

Thanking you.

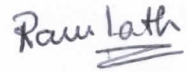
Yours faithfully,

For Resguardo Industries,



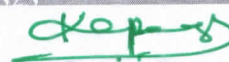
Authorized signatory

Accepted



(RAMLATH)



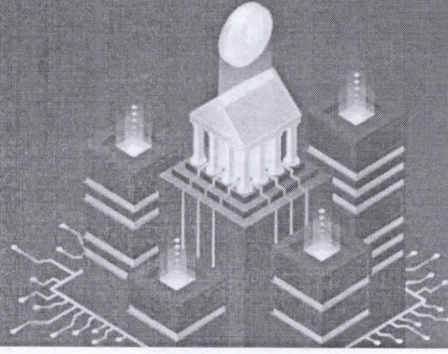
  
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## Profinch Solutions

Banks of tomorrow bank on us today

Offer Letter



01 April, 2022

Ref: Profinch/HR/2022/2006

Faaiz Ahmed  
Bangalore  
Email: faaiz.ahmed@profinch.com  
Tel:

**Sub:** Employment Offer for the position of Consultant

Dear Faaiz,

This has reference to the various discussions you had with us and we are pleased to offer you a position of Consultant, based at Bangalore.

This offer is subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the offer:**

**1. Pre-requisites**

You will have to submit copies of the following documents, along with a verification against their respective originals at the time of joining:

- i. All educational qualifications/ certificates from Class 10 to your highest education
- ii. The detailed mark sheets for the last degree you acquired
- iii. All previous employment relieving letters
- iv. Copies of your latest passport size colour photographs
- v. Your PAN card, Aadhaar Card and passport

Your appointment will be subject to verification of your documents against the information provided by you in your resume and application form.

Your appointment will be subject to your being found medically fit, including where necessary, a pre-joining medical check-up done by a medical panel appointed by us.

**2. Joining Date**

You are requested to join, on 01 April, 2022 or earlier.

**3. Working Days**

We work five days a week from Monday to Friday. The normal working time is from 9:00 A.M to 6:00 PM, with a lunch break of 60 minutes.

All employees are eligible for 21 calendar days of paid leave per annum.

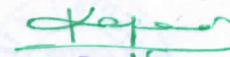
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**Profinch Solutions Pvt Ltd**

86, GF, Wings of Eagles, SS Commercial Estate, Varthur Road, Nagavarapalya, CV Raman Nagar, Bengaluru, Karnataka - 560093.

Tel: +91 80 4256 4256 | Fax: +91 80 4256 4257 | CIN: U72400KA2014PTC074611



  
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#### 4. Posting

Your base location and place of posting will be Bangalore but you may be transferred to any of our other offices or the offices of our affiliates, clients or associates (existing or in the future) in India or abroad, at the sole discretion of the company.

#### 5. Salary and Benefits

Your compensation will comprise the following.

Salary Structure	Per Annum (Rs.)	Per month (Rs.)
Basic	2,06,400	17,200
Supplementary Allowance	17,472	1,456
House Rent Allowance	82,560	6,880
Meal Card Allowance	13,200	1,100
Telephone Allowance	18,000	1,500
Children Education Allowance	9,600	800
PF- Co. Contribution	24,768	2,064
Annual Bonus*	25,000	-
<b>Total Pay</b>	<b>3,97,000</b>	<b>31,000</b>
Group Medical Insurance	30,000	-
Gratuity (As per act)	7,154	-
<b>Total Cost To Company (CTC)</b>	<b>4,34,154</b>	<b>31,000</b>

\* Paid out at the end of every year of continued service at Profinch and not applicable during notice period.

#### 6. Abiding by the rules and regulations of the company

Your employment with us will be governed by terms and conditions as set out in Annexure A.

Also, you will have to abide by, the Rules and Regulations of the Company notified from time to time.

If you agree to these terms and conditions, kindly return a duly signed copy of this letter within seven days of your receiving it.

If you require any additional information or clarification regarding the same please do not hesitate to contact us.

Yours sincerely,

**For Profinch Solutions Private Limited**



Jaskaran Singh Bhogal  
Executive Director

I have read and understood the terms and conditions of the above employment offer and I unconditionally accept the same without any reservations whatsoever.

To be signed by employee

Name:

Place and date:

*Faiz Ahmed*  
Bangalore 3/4/2022

#### Profinch Solutions Pvt Ltd

86, GF, Wings of Eagles, SS Commercial Estate, Varthur Road, Nagavarapalya, CV Raman Nagar, Bengaluru, Karnataka - 560093.

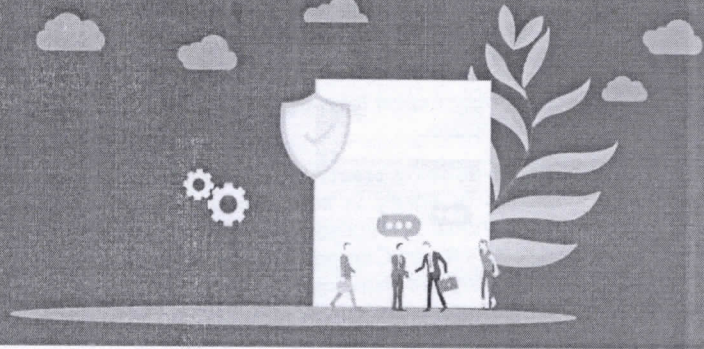
Tel: +91 80 4256 4256 | Fax: +91 80 4256 4257 | CIN: U72400KA2014PTC074611



*Kapoor*  
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## Annexure A: TERMS OF EMPLOYMENT



### 1. TERM OF EMPLOYMENT

Your employment will commence from the Effective Date, and continue until terminated by Profinch Solutions Private Limited (the Company) or by you in accordance with these terms (the "Employment Period").

### 2. DUTIES AND FUNCTIONS

- 2.1 Upon the commencement of the Employment Period, you shall occupy the position and perform the duties as detailed in your offer letter ("**Offer Letter**") and as further notified and amended by the Company from time to time.
- 2.2 You shall fulfil such general duties and responsibilities as are consistent with your position and shall assume and perform such further responsibilities and duties as may be assigned to you from time to time by the Company.
- 2.3 You shall devote your business time, attention and energies to the business of the Company. You will, at all times, while performing services for the Company, devote your best efforts, skill and ability and shall perform your responsibilities as an employee of the Company in a competent and professional manner.
- 2.4 You acknowledge and confirm that during the term of your employment with the Company, you shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not for pecuniary gain, without the prior written consent of the Company, and that you will not directly or indirectly engage in any business that is competitive in any manner with the business of the Company.
- 2.5 You shall not participate in any activity that constitutes an actual or potential conflict of interest with your employment with the Company at any time during the Employment Period.
- 2.6 You agree to abide by the rules, regulations and the policies of the Company, and any change thereof which may be adopted by the Company, from time to time.

### 3. COMPENSATION AND BENEFITS

- 3.1 As total consideration for your services rendered, you shall be entitled to compensation and benefits as detailed in the Offer Letter and, as notified by the Company from time to time.
- 3.2 You shall be entitled to paid leave in accordance with the Company's leave policy, as in effect from time to time.
- 3.3 Compensation or benefits paid to you shall be subject to all applicable taxes, and the Company may withhold from any amounts payable to you such taxes as shall be required to be withheld pursuant to any applicable law or regulation. The Company shall deposit these taxes deducted with the taxing authorities and also issue appropriate certificates of tax deduction to you.
- 3.4 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from you against any amount payable at any time by the Company to you.



  
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#### 4. TERMINATION OF EMPLOYMENT

- 4.1 The Company may terminate your employment by giving you not less than thirty (30) days' prior notice in writing or salary in lieu thereof. For the purposes of this clause 4.1, "salary" shall mean basic salary.
- 4.2 You may resign from the employment of the Company by giving no less than Ninety (90) days' prior notice.
- 4.3 The Company reserves the right to terminate your employment summarily without any notice period or salary in lieu thereof, if it has reasonable ground to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of these terms or caused any loss to the Company. Such termination by the Company shall not affect any other claims the Company may have against you, in law and/ or in equity.

#### 5. NON-DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION

- 5.1 You acknowledge that during the course of your employment, you will have access to information about the Company and/ or its affiliates or otherwise in its possession and that your employment with the Company shall bring you into close contact with many confidential affairs of the Company, its affiliates, customers and vendors, including without limitation, information regarding the following:
- (a) management methods, business and operating techniques;
  - (b) sales, advertising and marketing methods;
  - (c) information regarding customers and vendors;
  - (d) information regarding employees and personnel;
  - (e) training techniques, manuals and procedures;
  - (f) any information relating to the Company and its customers' (whether past, present), or future prospects, financial data, financial results and projections, costs and prices, details of employees, consultants, agent, vendors, customer, technologies, technical and business strategies, business and marketing plans and reports, marketing and sales techniques, contracts;
  - (g) any information relating to the Company and its customers' (whether past, present, or future) platforms, servers, internal controls, computer or data processing programs, algorithms, electronic data processing applications, security procedures, hardware, designs, drawings, machines, tools, models, computer programs, software tools, source codes, object codes, protocols, product descriptions, development schedules, choices of product names, trade secrets or know how;
  - (h) any information relating to the prior, current or contemplated products, services and information that you have a reasonable basis to believe that it is not in the public domain or was accepted by the Company and/ or affiliates from any third party under obligations of confidentiality (collectively, the "**Confidential Information**").
- 5.2 During and after the termination of your employment (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public, you shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of your employment by, or in furtherance of the business of the Company and affiliates) any Confidential Information and shall use your best efforts to prevent the unauthorized publication or misuse of any Confidential Information. In the event you are permitted to disclose relevant aspects of Confidential Information to professional advisors or agents, of the Company, you shall ensure that the disclosure shall be made subject to the condition that (i) such persons are bound by similar obligations of use and confidentiality as provided in this Agreement, and (ii) the disclosure is reasonably necessary for the performance of the services under this Agreement or for furtherance of the business of the Company and its affiliates.
- 5.3 All documents, records, data or other material, whether or not pertaining to Confidential Information, which are furnished to you by the Company, its affiliates, customers or vendors, or





are produced by you in connection with your employment shall remain the property of the Company.

- 5.4 Upon request by the Company at any time during your Employment Period and upon termination of this Agreement, you shall (a) promptly return to the Company, or (b) at the option of the Company, erase or destroy, all of the Confidential Information, in whatever form available, including any material or medium from which any Confidential Information may be ascertained or derived. In no event shall you store or retain any Confidential Information or copies, compilations or analysis thereof, unless authorized by the Company in writing.
- 5.5 Without limiting the rights of the Company in respect of a breach of this Clause, you shall:
- (a) promptly notify the Company of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information by any other person, that may become known to you;
  - (b) promptly furnish to the Company full details in its possession, of the unauthorized possession, use or knowledge, or attempt thereof, and assist the Company in investigating or preventing the recurrence of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information;
  - (c) cooperate with the Company in any litigation and investigation against third parties deemed necessary by the Company to protect its proprietary rights; and
  - (d) promptly use its best efforts to prevent a recurrence of any such unauthorized possession, use or knowledge, or attempt thereof, of Confidential Information.
- 5.6 You represent and warrant that the performance of his/ her obligations under these terms will not breach any agreement to maintain in confidence proprietary information acquired by you prior to or outside the scope of your employment by the Company. You covenant that you will not disclose to the Company or its affiliates, or use, or induce the Company or any of its affiliates to use, any proprietary information or trade secrets of any third party, including any of your previous employer(s), at any time.

## 6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 All rights, title and interest in any intellectual property arising out of or in connection with your employment, including without limitation any copyrights, rights to derivative works, know-how, trade secrets and any other intellectual property rights, created or conceived (including, but not limited to, any platforms, tools, designs or methodologies) in the Company's premises or using the Company's property or other proprietary rights therein, shall be the property of the Company.
- 6.2 You hereby, without further consideration, perpetually transfer, assign and convey all right, title and interest in such property worldwide (including, but not limited to, any moral rights), that you may have or be entitled to under any law or equity whatsoever, to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and/ or non-enforcement of such right within one (1) year of such assignment. For the purposes of clarity, you shall not be obligated to transfer or assign to the Company any right or interest in the intellectual property that has been developed by you outside the scope of your employment with the Company and without utilizing the Company's property.
- 6.3 To the extent you have rights in the results and proceeds of your services hereunder that cannot be assigned in the manner described above, you unconditionally and irrevocably waive the enforcement of such rights.
- 6.4 At the Company's request, you shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or it's designates') ownership in intellectual property rights hereunder. You shall, at Company's cost, from time to time, as may be reasonably requested by the Company, do any and all things which the Company may deem useful or desirable to establish or document the Company's exclusive ownership of any and all rights in any such results and proceeds, including, without limitation, the execution of appropriate copyright and/ or patent applications or assignments.
- 6.5 This Clause 6 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the





Company of any rights of ownership to which the Company may be entitled by operation of law by virtue of the Company or any of its affiliates being your employer.

## 7. NON-COMPETITION AND NON-SOLICITATION RESTRICTIONS

### **7.1 NON-COMPETITION RESTRICTIONS**

- (a) During the term of your employment with the Company and six (6) months thereafter, you shall not engage with any business that involves, is related to or competes with that of the Company, directly or indirectly, as a director, partner, proprietor, member, investor, agent, distributor, within India or outside India, except with the prior written consent of the Company. During the term of your employment with the Company, you will not be employed by, or perform consulting or other services for, any other business entity or party except with the prior written consent of the Company.
- (b) It is clarified that for the purposes of this Agreement, the term a business that "competes with that of the Company" or cognate or related expressions means any enterprise which is in a business which is the same as or similar to the business of the Company.

### **7.2 NON-SOLICITATION RESTRICTIONS**

- (a) During your employment and for six (6) months thereafter with the Company, you will not, directly or indirectly, without the prior written consent of the Company:
- (b) attempt in any manner to solicit from any client/ customer, except on behalf of the Company, business of the type carried on by the Company at any time or to persuade any person, firm or entity which is a client/ customer of the Company to cease doing business or to reduce the amount of business which any such client/ customer has customarily done or might propose doing with the Company whether or not the relationship between the Company and such client/ customer was originally established in whole or in part through your or its efforts; provided that the restrictions of non-solicitation contained under this Clause 7.2 shall be applicable on such client/ customer who were:
- (i) clients /customers at the time during the preceding twelve (12) months of the termination of your employment or;
- (ii) prospective client/customer at the time of the termination of the Employee's employment including with respect to which the Company and/ or its affiliates have developed and made a marketing or sales presentation within the six (6) months period prior to the termination of your employment; or
- (c) employ, or attempt to employ, or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six (6) months.

### **7.3 REASONABLENESS**

You acknowledge that based on your unique skills, position and exposure to Confidential Information, the breach, or threatened breach, by you of the provisions of this Clause 7 shall cause grave and irreparable harm, loss and injury to the Company and/ or its affiliates, which harm cannot be fully redressed by the payment of damages to the Company and/ or its affiliates. You acknowledge that the scope and duration of the non-competition and non-solicitation provisions are reasonable and the Company may, in addition to any remedy available to it at law, obtain equitable relief in the form of specific performance, temporary or permanent injunction, or any other equitable remedy within the law, which may be available against you for the non-performance of any term or provision hereof.

## 8. COOPERATION FOLLOWING TERMINATION

- 8.1 You agree that, following notice of termination or resignation of your employment, or when required by the Company, you shall cooperate fully with the Company in all matters relating to the completion of your pending work on behalf of the Company and the orderly transition of such work to such other employees as the Company may designate.



  
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**MANGALORE**



- 8.2 You further agree that during and following the termination of your employment you shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which you have any knowledge or that may relate to you or your employment relationship with the Company. Such cooperation includes, but is not limited to, providing the Company with all information known to you related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.
- 8.3 Nothing in this Clause 8 shall be interpreted to include giving information that may be directly or indirectly self-incriminating to you.

9. ASSIGNMENT

You acknowledge and confirm that your obligations are personal and shall not be assigned by you to any other person.

10. GOVERNING LAW, DISPUTE RESOLUTION, MISCELLANEOUS

- 10.1 These terms shall be governed by, and construed and enforced in accordance with, the laws of India.
- 10.2 All disputes, controversies and differences of opinion arising out of or in connection with this Agreement which cannot be settled amicably hereto shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction in Bangalore, India.
- 10.3 You certify and acknowledge that you have carefully read all of the provisions of these terms and the rules and policies of the Company for the time being in force, and that you voluntarily and knowingly agree to them.



  
Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE

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**Offer Letter - ANAGHA V S || Junior Recruiter || Volopay**

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Sankeerthana Manupati <sankeerthana@volopay.co>  
To: ANAGHA V S <anagha.vs@gmail.com>  
Cc: Neha Verma <neha@volopay.co>

Fri, 17 Sep 2021 at 12:33 PM

Hello ANAGHA V S,

Congratulations and Welcome to VoloFam!

Hope you are doing well.

We appreciate your interest in the role and your patience throughout the interview process. I hope you enjoyed the process as much as our team enjoyed knowing you, your skills, and your accomplishments.

I am pleased to extend the offer of employment to you on behalf of Volopay, You have been selected for the Jr. Recruiter position at Volopay, the salary we would be offering you for this role is INR 3,70,534 per annum. Your responsibilities at Volopay shall begin on 20th September 2021.

We believe that your knowledge, skills, and experience would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of Volopay.

To accept this offer, complete the following steps.

Step 1 - Provide your details, fill this form and submit the requested documents at your earliest convenience - <https://forms.gle/qTwuJbM4RtCdgrWZ7>.

Step 2 - Upon completion of step 1, you will receive an Employment Agreement from Pandadoc, sign it as well.

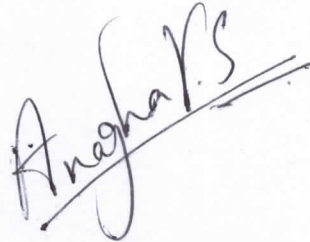
I would be happy to answer if you have any questions or concerns.

We are excited to have you on board.

Have a great day!

Regards,

Sankeerthana  
Sr. HR Executive  
Volopay



Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE





# ARNOLD

CONSULTING

Partnering to Succeed

15 September, 2021

Dear Clevina Dsouza,

This is further to our discussions regarding using your services as **Consultant – Talent Acquisition** in our organization.

We are pleased to confirm that we would like to enter into an agreement to provide services at Arnold Consulting Pvt Ltd. Bangalore. Below are some of the terms & conditions:

- 1) Your work would involve,
  - End to end recruitment activities, starting from Sourcing, up to on-boarding
  - Proactively build pipelines through web-sourcing, networking, leveraging group research, headhunting candidate referrals and other creative ways.
  - Locate and engage passive candidates through the use of LinkedIn, Boolean, and alternative search techniques.
  - Consistently maintain and track pipelines to update Hiring Managers and Recruiters.
- 2) Currently, we will be using your services for 5 days in a week (Monday - Friday) and 2<sup>nd</sup> and 4<sup>th</sup> Saturday will be working days and you will be available to take our business calls during other days of the week.
- 3) Arnold Consulting agrees to pay a sum of Rs. 25,000 per month towards the services, for which an Invoice would be submitted to Finance before the 5<sup>th</sup> of every month. Applicable TDS will be deducted.
- 4) Your DOJ is 1 October, 2021.
- 5) In the course of your contract with the Company you would have access to certain information that is confidential to the company; therefore, you are required to sign a Non-disclosure Agreement. You shall work and conducting good faith the consultancy contract assigned to you in perfect loyalty and to the best interest of the company and shall not divulge any information regarding the trade, business, work etc. of the Company to anybody directly or indirectly, at any time.

Arnold Consulting Private Limited, No. 1490, 25th A Main 26th Cross, Sector 2, HSR Layout, Bangalore - 560102; Tel: +91 9008466881; Website: www.arnoldconsultants.com

CIN No.: U74900KA2012PTC063765;



Principal

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**ARNOLD**

**CONSULTING**

Partnering to Succeed

6) This contract is valid for a period one year and can be terminated by either party by giving 30 days' notice.

The detailed Appointment letter with all the terms and conditions and NDA would be shared to you shortly.

Thanking you and looking forward to a continued valuable association with you.

Yours faithfully,

**Cyril Nandan Nazareth**  
**CEO**  
**Arnold Consulting Pvt Ltd**

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

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

Arnold Consulting Private Limited, No. 1490, 25th A Main 26th Cross, Sector 2, HSR  
Layout, Bangalore - 560102; Tel: +91 9008466881; Website: www.arnoldconsultants.com  
CIN No.: U74900KA2012PTC063765;



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**MANGALORE**





DHRITI EDU SERVICES PRIVATE LIMITED, D NO 2-16-1400/23-24, PINTO CHAMBERS 1st FLOOR, KAVOOR ROAD, BEJAI MANGALORE KA 575004

18/04/2021

**Offer letter**

Dear Shashank L K,

With reference to the Interview you had with us to the above post, we are pleased to inform you that you have been selected for the post "Trainee Engineer".

You will be reporting to Mr. Anand and will be posted at Mangalore Office. Your CTC (cost of the company) 3,00,000 (Rupees Three Lakh Only) per annum.

You will be on probation for a period of 3 months from the date of joining. The detailed appointment letter will be issued to you upon your joining the organization. This offer letter is valid up to 20th May 2021 and accordingly you can join us on or before 20th May 2021. You may please bring along the documents as listed in the attached Annexure – II while joining us.

Your appointment will be subject to successful completion of background verification and probation period, Based on performance.

Kindly return the duplicate copy of this letter duly signed by you in token of your acceptance of the terms and conditions thereof.

Thanking you.

Yours faithfully,

**For Dhriti Edu Service Pvt Ltd,**

( Vikas M )

**Accepted**

Shashank. L. K.  
**Signature & Name**



Principal  
**SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE**

March 12, 2021

**Offer Letter**

Dear Abhishek,

We are pleased to offer you the position of **Engineer Trainee (Mechanical)**, at **Rolastar Pvt. Ltd**

Here at Rolastar Pvt. Ltd, we are committed to both your personal and professional growth. You will, until revised later in writing at Rolastar Pvt. Ltd's sole and absolute discretion, receive a compensation of Rupees Three Lakh Thirty Six Thousands Only (INR 3,36,000/-) per year as your cost to company ("CTC").

If you choose to accept this offer, your effective date of employment with Rolastar Pvt. Ltd shall be from June 01, 2021 and your place of employment shall be Mangalore. Additionally, on acceptance of this offer, you will be required to furnish copies of the following documents of qualification along with a signed copy of this letter, no later than May 1:

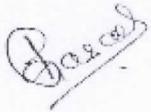
- PAN and Aadhaar
- Educational Certificates
- 1 Passport size photographs

Please be informed that in the event that signed copy of the offer letter along with the requisite documents are not received by March 18, 2021 the offer shall be deemed to be rejected.

Please note that the terms of this offer are strictly confidential and the same shall not be disclosed to any third party under any circumstances without the prior approval of Rolastar Pvt. Ltd.

We believe this offer represents the beginning of an exciting and satisfying career at Rolastar Pvt. Ltd. As a member of Rolastar Pvt. Ltd, we look forward to a long and mutually fruitful professional relationship with you and wish you all the very best.

Yours sincerely,  
**Prasad Kumar**  
Rolastar Pvt. Ltd



**Acknowledgement**

I acknowledge the receipt of this letter and confirm my acceptance of the terms and conditions Contained herein.

Name: *Abhishek*

*Abhishek*  
Signature



*Prasad*  
Principal  
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MANGALORE



# CHINTAMANI AUTOMATION



Single Source For MacThine Tool Upgradation

Authorised Dealer for :- GIVI MISURE linear scales for CNC macThines and DRO applications.  
MacThine Tool Accessories. Spares for CNC MacThine Tools.

Dear Gifty Mol,

Chintamani Automation is pleased to offer you an Internship opportunity as a "Trainee Software Engineer". You will report directly to Co-founder & CTO, Vinith Pai.

For this position, your major duties will include work on building capabilities across product growth and digital marketing. Date of Joining for the position starts from 15th of February 2021, for a duration of 3 Months. Upon conclusion of the role, you'll be bestowed with "Internship Certificate" and a stipend on performance basis.

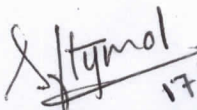
During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to Chintamani Automation. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside Chintamani Automation.

Congratulations and welcome to the team!

Yours  
Sincerely, P  
Smitha Kamath  
Co-founder & CEO  
Chintamani Automation

## ACKNOWLEDEMENT

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

  
17/02/2021  
(Signature & Date)

No. 702, 7th Floor, GIRI B J CLASSIC, Plot No. 65, Opp: Sai Proviso DhanishNtha, Sector - 20, Kopar KThairane,  
Navi Mumbai - 400709 • Tel. : 022 - 79627322 • Mob.: +91 9892012565 • Email: givi.cThintamani@gmail.com



  
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MANGALORE



# S.G. ENGINEERING

Mfrs. Of Press Tools, Press Components Moulding Dies and Moulding Dies, Ceramic Dies.  
All types of Jobworks (Milling, Turning & Surface Grinding)

No. 107, 2nd Block, Near IIIrd Cross, Peenya 1st Stage, Bangalore - 560 058.

30/03/2021

Dear Abhiram K Madhu,

We are delighted to extend to you an offer to join S.G. Engineering as a Trainee Engineer. After careful consideration of your qualifications and experience, we are confident that you will make a valuable addition to our team.

Position: Trainee Engineer

Start Date: 28/04/2021

Salary: 3,50,000

Your responsibilities as a Trainee Engineer will include, but are not limited to: Assisting in the

development and implementation of solutions.

Collaborating with team members to design and test applications.

Participating in training programs and workshops to enhance your technical skills.

Supporting senior engineers in various project tasks.

Contributing ideas and insights to improve our software development processes.

We believe that this role will provide you with an excellent opportunity to gain hands-on experience in engineering while working alongside experienced professionals in the field. At S.G. Engineering, we are committed to fostering a supportive and collaborative work environment where you can thrive and grow in your career.

To accept this offer, please sign and return a copy of this letter. Additionally, please provide necessary documentation and complete any pre-employment requirements.

**Congratulations and welcome to the team!**

With best wishes,  
Uday Kumar,  
S.G. Engineering

*Uday Kumar*

Name:

Signature:

*Abhiram. K. Madhu*  
*[Signature]*

Date: 03/04/2021



*[Signature]*

Principal

SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE



**Offer Letter**

05/04/2021

Dear Mohammed Tanzeel,

We are delighted to extend to you an offer to join Sinutech Systems as a Mechanical Engineer. After careful consideration of your qualifications and experience, we are confident that you will make a valuable addition to our team.

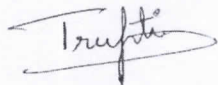
If you choose to accept this offer, your effective date of employment with Sinutech Systems shall be from 18/04/2021 and Your CTC (cost of the company) 3,00,000 (Rupees Three Lakh Only) per annum.

**Your responsibilities as a Mechanical Engineer will include, but are not limited to:**

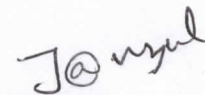
1. Design and Development
2. Analysis and Testing
3. Project Management
4. Manufacturing and Production
5. Quality Assurance and Control
6. Maintenance and Repair
7. Research and Innovation

We believe that this role will provide you with an excellent opportunity to gain hands-on experience in Mechanic engineering while working alongside experienced professionals in the field. At Sinutech Systems, we are committed to fostering a supportive and collaborative work environment where you can thrive and grow in your career.

To accept this offer, please sign and return a copy of this letter. Additionally, please provide necessary documentation and complete any pre-employment requirements.

**Congratulations and welcome to the team!**

With best wishes,  
Trupti  
(HR Head)



Signature:

Name: Mohammed Tanzeel

Vighnaharta, A3, Diamond Heritage, Plot 87, Sector 16, Rajeshivaji Nagar, Chikhali Pradhikaran, Pune - 411019

Contact: +91 9325501977, +918888809783

E-mail: [jitendra@sinutech.in](mailto:jitendra@sinutech.in); [sinutech@yahoo.com](mailto:sinutech@yahoo.com) web: [www.sinutech.in](http://www.sinutech.in)

Principal

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MANGALORE



30/03/2021

Dear Rohith A,

We are delighted to extend to you an offer to join Electro instruments as a Trainee Engineer. After careful consideration of your qualifications and experience, we are confident that you will make a valuable addition to our team.

Position: Trainee Engineer

Start Date: 20/04/2021

Salary: 3,50,000

Your responsibilities as a Trainee Engineer will include, but are not limited to:

- Assisting in the development and implementation of solutions.
- Collaborating with team members to design and test applications.
- Participating in training programs and workshops to enhance your technical skills.
- Supporting senior engineers in various project tasks.
- Contributing ideas and insights to improve our development processes.

We believe that this role will provide you with an excellent opportunity to gain hands-on experience in engineering while working alongside experienced professionals in the field. At Electro instruments, we are committed to fostering a supportive and collaborative work environment where you can thrive and grow in your career.

To accept this offer, please sign and return a copy of this letter. Additionally, please provide necessary documentation and complete any pre-employment requirements.

**Congratulations and welcome to the team!**

With best wishes,


**Ravi Shankar P**

**Team Lead**

Name: Rohith A.

Signature:



  
**Principal**  
**SHREE DEVI INSTITUTE OF TECHNOLOGY**  
**MANGALORE**





## OFFER LETTER

Dated:

Dear Akshay Hegde,

We are happy to inform you that you have been short listed in our screening test.

Training In our incubation centre starts on ...,

On the date of joining, we would explain you in detail the schedules.

NOTE:

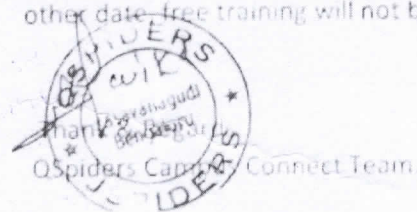
- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Software Testing/Software Development & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.



9513684738 / 0663035838 / 8061922966



01, Hoyavadana fiao Rd, Basappa Layout, Gavipurom Extention,  
Kempegowdo Noger, Bengaluru, Karnataka 560019

Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
MANGALORE



March 14, 2021

## Offer Letter

Dear Sajith S,

We are pleased to offer you the position of **Engineer Trainee (Mechanical)**, at **Tanisha Engineers**.

Here at Tanisha Engineers, we are committed to both your personal and professional growth. You will, until revised later in writing at **Tanisha Engineers** sole and absolute discretion, receive a compensation of Rupees Three Lakh Only (INR 3,00,000/-) per year as your cost to company ("CTC").

If you choose to accept this offer, your effective date of employment with Tanisha Engineers shall be from June 10, 2021 and your place of employment shall be Mangalore. Additionally, on acceptance of this offer, you will be required to furnish copies of the following documents of qualification along with a signed copy of this letter, no later than May 1:

- PAN and Aadhaar
- Educational Certificates
- 1 Passport size photographs

Please be informed that in the event that signed copy of the offer letter along with the requisite documents are not received by March 24, 2021 the offer shall be deemed to be rejected.

Please note that the terms of this offer are strictly confidential and the same shall not be disclosed to any third party under any circumstances without the prior approval of Tanisha Engineers.

We believe this offer represents the beginning of an exciting and satisfying career at Tanisha Engineers. As a member of Tanisha Engineers, we look forward to a long and mutually fruitful professional relationship with you and wish you all the very best.

Yours sincerely,

**Yogesh Pokharkar**  
Manager

## Acknowledgement

I acknowledge the receipt of this letter and confirm my acceptance of the terms and conditions Contained herein.

Name:

  
Signature  
Principal  
**SHREE DEVI INSTITUTE OF TECHNOLOGY**  
MANGALORE





OL NO. VNTRSINT1083

3 April 2020

Dear Ranjith Kulal,

Further to your recent interview, I am pleased to offer you the following employment as **Business Development Intern** with Vintrus, with a commencement date of **10 April 2020**. Please report to the undersigned on **10 April 2020** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **10 April 2020 to 19 April 2020**

On the Job Training Start Date : **20 April 2020**

On the Job Training End Date : **19 October 2020**

**COMPENSATION DURING PROBATION / INTERNSHIP:** *(Subject to statutory and other deductions)*

Stipend : INR 15000 Per Month+ INR 10000 Per Month

Target : INR 220000 Per Month

We request you to send the copy of this letter to [greetings@vintrus.com](mailto:greetings@vintrus.com) along with the documents mentioned in Annexure. If we do not receive the above mentioned documents in token of acceptance from you within tomorrow from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Vintrus, and will report on or before **10 April 2020**.

SIGNATURE: \_\_\_\_\_



DATE: \_\_\_\_\_

5/04/2020

(Candidate's Signature)



VINTRUS EDUTECH

9th Main, 22nd Cross Rd, 7th Sector,  
HSR Layout, Bengaluru, Karnataka 560102

[info@vintrus.com](mailto:info@vintrus.com)



Principal  
SHREE DEVI INSTITUTE OF TECHNOLOGY  
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**Working Hours :** 9 Hours a day (Inc. Lunch Break).

**Job Type :** Full Time Training/Internship.

**Location :** Bangalore (as communicated by HRD).

**POST PROBATION / INTERNSHIP PACKAGE:** (Based on Performance during Probation/Internship)  
Salary CTC Range : **CTC 3-5 LPA** + Performance based incentive

### ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10th standard or equivalent examination</li> <li>• 12th standard or equivalent examination</li> <li>• Graduation</li> <li>• Post-graduation / Doctorate</li> </ul> Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : <ul style="list-style-type: none"> <li>• Signed Offer Letter with passport size photograph attached to it.</li> </ul>
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> <li>• Bank PassBook First Page</li> <li>• Bank Name,</li> </ul>

### Training Policy

- ◆ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- ◆ During the training period you will not receive any of the employee benefits that regular employees receive.



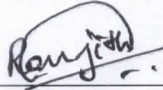
**VINTRUS EDUTECH**  
9th Main, 22nd Cross Rd, 7th Sector,  
HSR Layout, Bengaluru, Karnataka 560102  
info@vintrus.com



**Principal**  
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**MANGALORE**



- ◆ The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- ◆ At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month stipend.
- ◆ You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- ◆ The original documents you provided will be returned back after completion of background verification.
- ◆ Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- ◆ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- ◆ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- ◆ You will observe all policies and practices governing the conduct of our business and employees.
- ◆ Official communication either within the company or outside the company should be through the company Email of your manager only.
- ◆ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE:  DATE: 5/4/2020

(Candidate's Signature)

Aadhar Number : \_\_\_\_\_

PAN Number : \_\_\_\_\_

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

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

IFSC code : \_\_\_\_\_

Account Number : \_\_\_\_\_