

### 5.2.1 - Percentage of placement of outgoing students and students progressing to higher education during the last five years

Sr. No	Academic Year (A.Y.)	Name of Student Placed / Enrolling into Higher Education & Contact Details	Programme Graduated from	Name of Employer with Contact Details / Name of Institution Joined	Pay package at appointment (in INR per annum) Applicable for Students who got Placement)	Page No.
Students who got Placement for Academic Year (A.Y.) 2023 - 2024						
		Name of the Student		Name of the organization	CTC	
1	2023-24	Amardeep Bhupatwar <a href="mailto:crce.8856.ce@gmail.com">crce.8856.ce@gmail.com</a> 8369939562	BE (Computer Engineering)	Argon & Co, Solitaire Corporate Park, Guru Hargovindji Rd, Chakala, Andheri East, Mumbai, Maharashtra 400093	4	18
2	2023-24	Justin Abreo <a href="mailto:abreojustin@gmail.com">abreojustin@gmail.com</a> 8104610379	BE (Computer Engineering)	UBS, Building No.2 Minds, Mindspace Airoli West, Mugalsan Rd, Sector 20 B, MSEB Staff Colony, Sector 20, Airoli, Navi Mumbai, Maharashtra 400708	12.5	19
3	2023-24	Shagun Agrawal <a href="mailto:crce.9176.cs@gmail.com">crce.9176.cs@gmail.com</a> 8879120809	BE (Computer Engineering)	TATA Consultancy Services Limited (TCSL). Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	20
4	2023-24	Cheryl Almeida <a href="mailto:crce.9177.cs@gmail.com">crce.9177.cs@gmail.com</a> 8104545065	BE (Computer Engineering)	Deloitte Touche Tohmatsu India LLP, Mumbai - I-Think, Lodha Amara IThink Tower, Kolshet Road, Sandoz Baug, Thane	4.12	41
5	2023-24	Hudah Ansari <a href="mailto:crce.9179.cs@gmail.com">crce.9179.cs@gmail.com</a> 8454934463	BE (Computer Engineering)	IDFC FIRST Bank Limited, IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051.	10.2	44
6	2023-24	Amey Nitin Bagwe <a href="mailto:ameybagwe09@gmail.com">ameybagwe09@gmail.com</a> 9769463254	BE (Computer Engineering)	Datagrind.Ai , Crystal Plaza, 604/605, Guru Hargovindji Rd, next to Atul Projects, Chakala, Andheri East, Mumbai, Maharashtra 400099	4	48



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7	2023-24	Naman Chouhan <a href="mailto:crce.9184.cs@gmail.com">crce.9184.cs@gmail.com</a> 8655707980	BE (Computer Engineering)	Safran India Private Limited 201A & 202, 2nd Floor, Worldmark 2 , NH-8, Aerocity, New Delhi 110037	4.5	49
8	2023-24	Smith Michael Dbritto <a href="mailto:crce.9187.cs@gmail.com">crce.9187.cs@gmail.com</a> 7709945533	BE (Computer Engineering)	TCS Digital, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	50
9	2023-24	Sennett DMello <a href="mailto:crce.9189.cs@gmail.com">crce.9189.cs@gmail.com</a> 8698781192	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	70
10	2023-24	Jaden Christopher D'sa <a href="mailto:crce.9190.cs@gmail.com">crce.9190.cs@gmail.com</a> 8692071548	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	71
11	2023-24	Alton Dsilva <a href="mailto:crce.9192.cs@gmail.com">crce.9192.cs@gmail.com</a> 9822636634	BE (Computer Engineering)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	83
12	2023-24	Ivan Rony Dsilva <a href="mailto:crce.9193.cs@gmail.com">crce.9193.cs@gmail.com</a> 8104413527	BE (Computer Engineering)	Godrej Capital, Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, Vikhroli, Mumbai 400 079, India	7.25	84
13	2023-24	Suzan Joseph Dsouza <a href="mailto:crce.9194.cs@gmail.com">crce.9194.cs@gmail.com</a> 9136521101	BE (Computer Engineering)	TCS Digital, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	87
14	2023-24	Jonathan Duarte <a href="mailto:crce.9195.cs@gmail.com">crce.9195.cs@gmail.com</a> 9152202130	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	89
15	2023-24	ERIC FERNANDES <a href="mailto:ericfernandes2002@gmail.com">ericfernandes2002@gmail.com</a> 8291010670	BE (Computer Engineering)	UBS, Building No.2 Minds, Mindspace Airoli West, Mugalsan Rd, Sector 20 B, MSEB Staff Colony, Sector 20, Airoli, Navi Mumbai, Maharashtra 400708	12.5	91



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16	2023-24	Vailantan Anthony Fernandes <a href="mailto:crce.9197.cs@gmail.com">crce.9197.cs@gmail.com</a> 9987736351	BE (Computer Engineering)	Godrej Capital, Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, Vikhroli, Mumbai 400 079, India	12	93
17	2023-24	Rishabh Gupta <a href="mailto:crce.9200.cs@gmail.com">crce.9200.cs@gmail.com</a> 8108844600	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	95
18	2023-24	Oswin Lopes <a href="mailto:oswin.lopes02@gmail.com">oswin.lopes02@gmail.com</a> 9137891819	BE (Computer Engineering)	Dolat Capital, 901, Peninsula Park, Off Link Road, A-4 Veera Desai Industrial Estate, Andheri West, Mumbai, Maharashtra, 400 058	17	97
19	2023-24	HARSHANG NARESHKUMAR MAKWANA <a href="mailto:makwanaharshang@gmail.com">makwanaharshang@gmail.com</a> 9004727455	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	103
20	2023-24	Martina John <a href="mailto:crce.9208.cs@gmail.com">crce.9208.cs@gmail.com</a> 9769484922	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	123
21	2023-24	Malaika Monteiro <a href="mailto:crce.9211.cs@gmail.com">crce.9211.cs@gmail.com</a> 9867884611	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	124
22	2023-24	Savit Madhavan Nair <a href="mailto:crce.9212.cs@gmail.com">crce.9212.cs@gmail.com</a> 70284 93129	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	144
23	2023-24	Renu Nanadikar <a href="mailto:crce.9214.cs@gmail.com">crce.9214.cs@gmail.com</a> 7447346225	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	165
24	2023-24	Trevelyn Terence Noronha <a href="mailto:crce.9215.cs@gmail.com">crce.9215.cs@gmail.com</a> 7045235723	BE (Computer Engineering)	TCS Digital, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	166



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25	2023-24	Bhushan Prashant Pakhle <a href="mailto:crce.9216.cs@gmail.com">crce.9216.cs@gmail.com</a> 7045414324	BE (Computer Engineering)	Argon, Solitaire Corporate Park, Guru Hargovindji Rd, Chakala, Andheri East, Mumbai, Maharashtra 400093	4	186
26	2023-24	Manasvi Pravinkumar Patil <a href="mailto:crce.9219.cs@gmail.com">crce.9219.cs@gmail.com</a> 9773318059	BE (Computer Engineering)	Zeus Learning, Zeus Systems Private Limited, Unit No. 1402, 14th floor, Tower B, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400 013.	6	187
27	2023-24	Srijita patra <a href="mailto:crce.9221.cs@gmail.com">crce.9221.cs@gmail.com</a> 9969882365	BE (Computer Engineering)	Godrej Capital Limited, Godrej One, Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai, 400079, Maharashtra	12	192
28	2023-24	Shaun Pimenta <a href="mailto:crce.9222.cs@gmail.com">crce.9222.cs@gmail.com</a> 8104399727	BE (Computer Engineering)	CarWale, CarTrade Tech Limited, 12th Floor, Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705	7.5	199
29	2023-24	Anshula raina <a href="mailto:anshularaina06@gmail.com">anshularaina06@gmail.com</a> 88991 24900	BE (Computer Engineering)	ARCON Techsolutions Pvt. Ltd., 901, Kamla Executive Park, Off Andheri-Kurla Road, J.B. Nagar, Andheri (E), Mumbai-400059	5	202
30	2023-24	SANKALP MEGHASHYAM RANE <a href="mailto:crce.9225.cs@gmail.com">crce.9225.cs@gmail.com</a> 7208384438	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	209
31	2023-24	Ruben Robert Rodrigues <a href="mailto:crce.9228.cs@gmail.com">crce.9228.cs@gmail.com</a> 8956456910	BE (Computer Engineering)	Dolat Capital, 901, Peninsula Park, Off Link Road, A-4 Veera Desai Industrial Estate, Andheri West, Mumbai, Maharashtra, 400 058	17	210
32	2023-24	Ritika Milind Rumde <a href="mailto:crce.9229.cs@gmail.com">crce.9229.cs@gmail.com</a> 9987545746	BE (Computer Engineering)	HSBC Technology, River Side, 25A, West Ave, Kalyani Nagar, Pune, Maharashtra 411006	9	211
33	2023-24	Gouri Sankhe <a href="mailto:gouritsankhe21@gmail.com">gouritsankhe21@gmail.com</a> 7738902678	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg, Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	212



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34	2023-24	Sarah Abraham <a href="mailto:crce.9231.cs@gmail.com">crce.9231.cs@gmail.com</a> 9930885653	BE (Computer Engineering)	Capegemini, Lal Bahadur Shastri Marg, Amrut Nagar, Ghatkopar West, Mumbai, Maharashtra 400086	4	213
35	2023-24	Omkar Sandip Satupe <a href="mailto:omkarsatupe@gmail.com">omkarsatupe@gmail.com</a> 9326729637	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	214
36	2023-24	Hitesh Sharma <a href="mailto:crce.9233.cs@gmail.com">crce.9233.cs@gmail.com</a> 8601806705	BE (Computer Engineering)	Interactive Brokers, Times Square, 502/A, Andheri - Kurla Rd, Gamdevi, Marol, Andheri East, Mumbai, Maharashtra 400059	12.25	234
37	2023-24	Charmi Tank <a href="mailto:crce.9234.cs@gmail.com">crce.9234.cs@gmail.com</a> 7249363258	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruiti Corporate Park, L B. \$ Marg, Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	235
38	2023-24	Alson Basil Tuscano <a href="mailto:alsontuscano18@gmail.com">alsontuscano18@gmail.com</a> 9766004878	BE (Computer Engineering)	Deloitte Touche Tohmatsu India LLP Mumbai - I-Think, Lodha Amara IThink Tower, Kolshet Road, Sandoz Baug, Thane 400607	4.12	236
39	2023-24	seon tuscano <a href="mailto:crce.9236.cs@gmail.com">crce.9236.cs@gmail.com</a> 7020038485	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	238
40	2023-24	Valiaparambil Ryan Taffy <a href="mailto:ryan19vt@gmail.com">ryan19vt@gmail.com</a> 7302139990	BE (Computer Engineering)	Seclore Technology Pvt. Ltd. Excom House, Second Floor, Plot no: 7 & 8, Off. Saki Vihar Road, Sakinaka, Andheri (E), Mumbai - 400 072. India	12	259
41	2023-24	Aditya Vyas <a href="mailto:crce.9238.cs@gmail.com">crce.9238.cs@gmail.com</a> 7977074451	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	260
42	2023-24	Shoydon Alphonso <a href="mailto:crce.9240.cs@gmail.com">crce.9240.cs@gmail.com</a> 99674 46675	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	262



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43	2023-24	Ashwin Johnson <a href="mailto:crce.9242.cs@gmail.com">crce.9242.cs@gmail.com</a> 83699 39182	BE (Computer Engineering)	Zycus Infotech Pvt. Ltd.: Plot No. GJ-07, SEEPZ++, SEEPZ SEZ, Andheri (East), Mumbai 400 096,	5.75	283
44	2023-24	Pooja Jaya Banjan <a href="mailto:crce.9243.cs@gmail.com">crce.9243.cs@gmail.com</a> 91520 47286	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	284
45	2023-24	Enrique Crasto <a href="mailto:crce.9247.cs@gmail.com">crce.9247.cs@gmail.com</a> 70396 84670	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	294
46	2023-24	Roland Dominic Dcruz <a href="mailto:crce.9250.cs@gmail.com">crce.9250.cs@gmail.com</a> 91674 83484	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	315
47	2023-24	Rance Dmonte <a href="mailto:crce.9252.cs@gmail.com">crce.9252.cs@gmail.com</a> 74107 53354	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	316
48	2023-24	Aryan Marcus Gonsalves <a href="mailto:crce.9258.cs@gmail.com">crce.9258.cs@gmail.com</a> 81809 49988	BE (Computer Engineering)	Safran India Private Limited, 201A & 202, 2nd Floor, Worldmark 2 , NH-8, Aerocity, New Delhi 110037, INDIA	4.5	337
49	2023-24	Dillon George Gonsalves <a href="mailto:crce.9259.cs@gmail.com">crce.9259.cs@gmail.com</a> 88059 25075	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	340
50	2023-24	Jaiswal Nitesh Chhaibar <a href="mailto:crce.9260.cs@gmail.com">crce.9260.cs@gmail.com</a> 81088 17135	BE (Computer Engineering)	TCS Digital, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	361
51	2023-24	Chinmay Kadam <a href="mailto:crce.9262.cs@gmail.com">crce.9262.cs@gmail.com</a> 88797 63933	BE (Computer Engineering)	Wissen, Suite 32, 7th Floor, Vatika Business Center Wing B, Hiranandani Gardens, Powai, Mumbai, 400076	8	381



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52	2023-24	Neave Paul Kallivalappil <a href="mailto:crce.9264.cs@gmail.com">crce.9264.cs@gmail.com</a> 7208412699	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	382
53	2023-24	Gladys Paul Lobo <a href="mailto:crce.9267.cs@gmail.com">crce.9267.cs@gmail.com</a> 91682 55233	BE (Computer Engineering)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	384
54	2023-24	Asher Lopes <a href="mailto:asherlopes4420@gmail.com">asherlopes4420@gmail.com</a> 73787 72683	BE (Computer Engineering)	Zeus Learning, Zeus Systems Private Limited, Unit No. 1402, 14th floor, Tower B, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400 013.	7.5	385
55	2023-24	Malik Mohammad Ali Ahmad Irshad Ahmad <a href="mailto:crce.9269.cs@gmail.com">crce.9269.cs@gmail.com</a> 91725 33729	BE (Computer Engineering)	TCS Digital, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	389
56	2023-24	Royston Mascarenhas <a href="mailto:crce.9270.cs@gmail.com">crce.9270.cs@gmail.com</a> 96198 91867	BE (Computer Engineering)	Zeus Learning, Zeus Systems Private Limited, Unit No. 1402, 14th floor, Tower B, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400 013.	7.5	390
57	2023-24	Glenn Eric Mendonca <a href="mailto:crce.9272.cs@gmail.com">crce.9272.cs@gmail.com</a> 97682 50133	BE (Computer Engineering)	Godrej Capital Limited, Godrej One, Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai, 400079, Maharashtra	12	394
58	2023-24	Nigel Nester Misquitta <a href="mailto:crce.9273.cs@gmail.com">crce.9273.cs@gmail.com</a> 86989 27307	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	395
59	2023-24	Shubham Ojha <a href="mailto:crce.9276.cs@gmail.com">crce.9276.cs@gmail.com</a> 99872 78981	BE (Computer Engineering)	TIAA (PPO), Hiranandani Gardens, Winchester, Powai, Mumbai, Maharashtra 400076	10.48	416
60	2023-24	Harsh Parmar <a href="mailto:crce.9278.cs@gmail.com">crce.9278.cs@gmail.com</a> 98339 78521	BE (Computer Engineering)	TCS Prime, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	9	417



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61	2023-24	Mehul Kamlesh Patel <a href="mailto:crce.9279.cs@gmail.com">crce.9279.cs@gmail.com</a> 81693 58607	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	418
62	2023-24	Aaron Pereira <a href="mailto:crce.9284.cs@gmail.com">crce.9284.cs@gmail.com</a> 93592 71625	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.\$ Marg, Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	419
63	2023-24	Ayukshi Sanjay Rane <a href="mailto:crce.9285.cs@gmail.com">crce.9285.cs@gmail.com</a> 85303 92374	BE (Computer Engineering)	Capegemini, Capgemini Technology Services India Limited, (Formerly known as IGATE Global Solutions Limited), IT 1, IT 2, Airol MIDC, Thane - Belapur Road, Navi Mumbai 400708, Maharashtra	4	421
64	2023-24	Savio Rodricks <a href="mailto:crce.9286.cs@gmail.com">crce.9286.cs@gmail.com</a> 77380 71652	BE (Computer Engineering)	TCS Prime, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	9	429
65	2023-24	Glen Rodrigues <a href="mailto:glenrodrigues1602@gmail.com">glenrodrigues1602@gmail.com</a> 76667 77193	BE (Computer Engineering)	Wissen, Suite 32, 7th Floor, Vatika Business Center Wing B, Hiranandani Gardens, Powai, Mumbai, 400076	8	449
66	2023-24	Necia Nester Rodrigues <a href="mailto:crce.9288.cs@gmail.com">crce.9288.cs@gmail.com</a> 77559 04785	BE (Computer Engineering)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6	450
67	2023-24	Sebastina Eliza <a href="mailto:crce.9290.cs@gmail.com">crce.9290.cs@gmail.com</a> 99206 77303	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	451
68	2023-24	Sahil Mujeeb Shaikh <a href="mailto:crce.9291.cs@gmail.com">crce.9291.cs@gmail.com</a> 90285 46961	BE (Computer Engineering)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	452



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69	2023-24	Akshita Sharma <a href="mailto:crce.9293.cs@gmail.com">crce.9293.cs@gmail.com</a> 9029257399	BE (Computer Engineering)	ARCON Techsolutions Pvt. Ltd., 901, Kamla Executive Park, Off Andheri-Kurla Road, J.B. Nagar, Andheri (E) Mumbai-400059	5	459
70	2023-24	Krishna Vora <a href="mailto:crce.9301.cs@gmail.com">crce.9301.cs@gmail.com</a> 91520 95257	BE (Computer Engineering)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	467
71	2023-24	Mahek Intwala <a href="mailto:mahekintwala@gmail.com">mahekintwala@gmail.com</a> 8779580766	BE (Computer Engineering)	Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	468
72	2023-24	Mahek Intwala <a href="mailto:mahekintwala@gmail.com">mahekintwala@gmail.com</a> 8779580766	BE (Computer Engineering)	TCS Ninja, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	470
73	2023-24	Atharva Pawar <a href="mailto:crce.9427.cs@gmail.com">crce.9427.cs@gmail.com</a> 8169239027	BE (Computer Engineering)	ARCON Techsolutions Pvt. Ltd., 901, Kamla Executive Park, Off Andheri-Kurla Road, J.B. Nagar, Andheri (E) Mumbai-400059	5	470
74	2023-24	Ajay Subramaniam Iyer <a href="mailto:iyerajay62@gmail.com">iyerajay62@gmail.com</a> 9004633137	B.E.(electronics and Computer science)	American Express (India) Pvt. Ltd.	3.85	477
75	2023-24	Akash Shekhar Agre <a href="mailto:akashagre327@gmail.com">akashagre327@gmail.com</a> 8983399417	B.E.(electronics and Computer science)	Argon & Co, Solitaire Corporate Park, Guru Hargovindji Rd, Chakala, Andheri East, Mumbai, Maharashtra 400093	4.00	479
76	2023-24	Anika Makhija <a href="mailto:anikamakhija13@gmail.com">anikamakhija13@gmail.com</a> 9326830055	B.E.(electronics and Computer science)	Sepio Solutions Pvt. Ltd.	2.4	480
77	2023-24	Avaneesh Sham Gaikwad <a href="mailto:gaikwadavaneesh@gmail.com">gaikwadavaneesh@gmail.com</a> 9619551276	B.E.(electronics and Computer science)	Deloitte Touche Tohmatsu India LLP Mumbai - I-Think, Lodha Amara, IThink Tower, Kolshet Road, Sandoz Baug, Thane 400607	1.8	486
78	2023-24	Agrawal Drishti Gopal <a href="mailto:dgpagrawal11@gmail.com">dgpagrawal11@gmail.com</a> 8169503549	B.E.(electronics and Computer science)	Bandhan AMC Limited	4.25	489



*Handwritten signature*

79	2023-24	Emmanuel S. Vazathara <a href="mailto:emmanuelvazathara@gmail.com">emmanuelvazathara@gmail.com</a> 7558429773	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), , Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	492
80	2023-24	Pulkit Anand Janya <a href="mailto:pulkitjanya@gmail.com">pulkitjanya@gmail.com</a> 9821032310	B.E.(electronics and Computer science)	Domino Printech Pvt. Ltd.	4.34	513
81	2023-24	Esha Sharma <a href="mailto:esha4602s@gmail.com">esha4602s@gmail.com</a> 6376651856	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), , Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	514
82	2023-24	Fiola Riva Mathias <a href="mailto:fiolariva25@gmail.com">fiolariva25@gmail.com</a> 9930481338	B.E.(electronics and Computer science)	Accenture Solutions Pvt. Ltd. 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.35	533
83	2023-24	Mohd. Moiz Nullwala <a href="mailto:nulwalamohammed18@gmail.com">nulwalamohammed18@gmail.com</a> 8928293129	B.E.(electronics and Computer science)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6.00	543
84	2023-24	Mohini Vineet Gautam <a href="mailto:mohinivingautam@gmail.com">mohinivingautam@gmail.com</a> 8766584534	B.E.(electronics and Computer science)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6.00	544
85	2023-24	Vishal Subhash Jaiswal <a href="mailto:jaiswalvishal619@gmail.com">jaiswalvishal619@gmail.com</a> 8097607193	B.E.(electronics and Computer science)	Ingram Micro India SSC Private Limited Unit No. 202, 2nd Floor, Akruti Corporate Park, L.B.S Marg. Next G. E. Gardens, Kanjurmarg (West), Mumbai 400 078.	6.00	546
86	2023-24	Jason Louis Rodrigues <a href="mailto:jasonrodrigues765@gmail.com">jasonrodrigues765@gmail.com</a> 8291931147	B.E.(electronics and Computer science)	Godrej & Boyce Mfg. Co. Ltd., Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	7.5	548
87	2023-24	Jinish Samir Varaiya <a href="mailto:jinishvaraiya@gmail.com">jinishvaraiya@gmail.com</a> 9323087333	B.E.(electronics and Computer science)	Accenture Solutions Pvt. Ltd. 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur	4.35	549



				Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079		
88	2023-24	Lavil Victor Saldanha <a href="mailto:lavil.saldanha11@gmail.com">lavil.saldanha11@gmail.com</a> 7715943154	B.E.(electronics and Computer science)	Absolute Sports Pvt. Ltd.	5.4	559
89	2023-24	Leroy Leo Machado <a href="mailto:leroymachado3@gmail.com">leroymachado3@gmail.com</a> 9359383436	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	564
90	2023-24	Mahender A. Chaudhary <a href="mailto:mahenderchoudhary53@gmail.com">mahenderchoudhary53@gmail.com</a> 7021222948	B.E.(electronics and Computer science)	On My Own (OMO) Technology	1.2	585
91	2023-24	Mathew K. Payapilly <a href="mailto:mathew17062002@gmail.com">mathew17062002@gmail.com</a> 9757169894	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	587
92	2023-24	Mohsin Abbas Ghadiali <a href="mailto:ghadialimohsin@gmail.com">ghadialimohsin@gmail.com</a> 8767320992	B.E.(electronics and Computer science)	Sonata Software Limited	1.8	608
93	2023-24	Mrinmayi Prabhughate <a href="mailto:prabhughatemrinmayi@gmail.com">prabhughatemrinmayi@gmail.com</a> 9321126261	B.E.(electronics and Computer science)	Grey Mantel Communications	6.00	609
94	2023-24	Tanuj Jaya Kumbhar <a href="mailto:tanujksci@gmail.com">tanujksci@gmail.com</a> 7700007543	B.E.(electronics and Computer science)	NBA India Basketball Pvt. Ltd.	14.08	611
95	2023-24	Kaushik Dinesh Nakashe <a href="mailto:kaushiknakashe@gmail.com">kaushiknakashe@gmail.com</a> 8850854599	B.E.(electronics and Computer science)	Snap2Life Global Pvt. Ltd.	5.00	612
96	2023-24	Farhan Firoz Khan <a href="mailto:iamfarhan74@gmail.com">iamfarhan74@gmail.com</a> 9867320069	B.E.(electronics and Computer science)	Utopia Tech Systems Pvt. Ltd.	4.2	613



*Farhan*

97	2023-24	Aayush Rajesh Juhukar <a href="mailto:aayushjuhu@gmail.com">aayushjuhu@gmail.com</a> 8657255064	B.E.(electronics and Computer science)	Aerobott DroneTech Solutions	1.2	619
98	2023-24	Dhruv Kamlesh Pednekar <a href="mailto:pednekardhruv16@gmail.com">pednekardhruv16@gmail.com</a> 7021262479	B.E.(electronics and Computer science)	SELEC Controls Pvt. Ltd., Electronic Zone, T.T.C. Industrial Area, MIDC Industrial Area, Mahape, Navi Mumbai, Maharashtra 400710	6.00	621
99	2023-24	Shreeshailya V. Patil <a href="mailto:shreeshailiyavpatil@gmail.com">shreeshailiyavpatil@gmail.com</a> 9870022727	B.E.(electronics and Computer science)	SELEC Controls Pvt. Ltd., Electronic Zone, T.T.C. Industrial Area, MIDC Industrial Area, Mahape, Navi Mumbai, Maharashtra 400710	6.00	623
100	2023-24	Reyhaan Binny <a href="mailto:reyhaanbinny97@gmail.com">reyhaanbinny97@gmail.com</a> 9082630955	B.E.(electronics and Computer science)	The Guardians Real Estate Pvt. Ltd.	4.00	626
101	2023-24	Ritesh Suhas Khandekar <a href="mailto:riteshkhandekar003@gmail.com">riteshkhandekar003@gmail.com</a> 9665260234	B.E.(electronics and Computer science)	Zeus Learning, Zeus Systems Private Limited, Unit No. 1402, 14th floor, Tower B, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400 013.	7.5	637
102	2023-24	Ronit Tejas Jhaveri <a href="mailto:ronitjhaveri@gmail.com">ronitjhaveri@gmail.com</a> 9969948288	B.E.(electronics and Computer science)	Deloitte Touche Tohmatsu India LLP, Mumbai - I-Think, Lodha Amara IThink Tower, Kolshet Road, Sandoz Baug, Thane 400607	1.8	641
103	2023-24	Pranil Prakash Rego <a href="mailto:pranilrego@gmail.com">pranilrego@gmail.com</a> 9769185323	B.E.(electronics and Computer science)	SAFRAN Digit Aerospace Pvt. Ltd.	4.6	644
104	2023-24	Satwik Suresh Shetty <a href="mailto:iamshettysatwik@gmail.com">iamshettysatwik@gmail.com</a> 7972821880	B.E.(electronics and Computer science)	Wysetek Systems Technologies	4.5	647
105	2023-24	Shalaka R. Vengurlekar <a href="mailto:shalaka.vengurlekar@gmail.com">shalaka.vengurlekar@gmail.com</a> 9920569191	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), , Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.36	653



*Signature*

106	2023-24	Shubham Soni Nath <a href="mailto:soni104202@gmail.com">soni104202@gmail.com</a> 7977998336	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), , Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7.00	673
107	2023-24	Vrushti Hitesh Shah <a href="mailto:19vrushtishah@gmail.com">19vrushtishah@gmail.com</a> 9619821036	B.E.(electronics and Computer science)	Mintifi Finserve Pvt. Ltd., Times Square, Gamdevi, Marol, Andheri East, Mumbai, Maharashtra 400077	4.5	692
108	2023-24	Yukta Arun Wagh <a href="mailto:waghYukta2002@gmail.com">waghYukta2002@gmail.com</a> 9870000168	B.E.(electronics and Computer science)	TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7.00	695
109	2023-24	Christopher C. Roach <a href="mailto:christopherroach364@gmail.com">christopherroach364@gmail.com</a> 8424005048	B.E.(electronics and Computer science)	Zycus Infotech Pvt. Ltd.: Plot No. GJ-07, SEEPZ++, SEEPZ SEZ, Andheri (East), Mumbai 400 096,	6.5	714
110	2023-24	Lloyd Jose <a href="mailto:jose.lloyd2002@gmail.com">jose.lloyd2002@gmail.com</a> 9869759398	B.E. ( Artificial Intelligence & Data Science)	TCS Ninja, TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	3.3	715
111	2023-24	Jonathan Joseph <a href="mailto:reachjonathan21@gmail.com">reachjonathan21@gmail.com</a> 7045696283	B.E. ( Artificial Intelligence & Data Science)	Zycus Infotech Pvt. Ltd.: Plot No. GJ-07, SEEPZ++, SEEPZ SEZ, Andheri (East), Mumbai 400 096,	6.5	736
112	2023-24	Pratham Mahajan <a href="mailto:prathampmahajan28@gmail.com">prathampmahajan28@gmail.com</a> 8888059156	B.E. ( Artificial Intelligence & Data Science)	ARCON Techsolutions Pvt. Ltd., 901, Kamla Executive Park, Off Andheri-Kurla Road, J.B. Nagar, Andheri (E), Mumbai-400059	8	751
113	2023-24	Mohit Sunil Pansare <a href="mailto:pansaremohits@gmail.com">pansaremohits@gmail.com</a> 9004649658	B.E. ( Artificial Intelligence & Data Science)	TCS (Digital), TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	758
114	2023-24	Christina Maria Tomy <a href="mailto:christinamariatomy@gmail.com">christinamariatomy@gmail.com</a> 9167593083	B.E. ( Artificial Intelligence & Data Science)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	778



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115	2023-24	Edryn Shajan Eazhakadan <a href="mailto:edryneshajan8@gmail.com">edryneshajan8@gmail.com</a> 9136516262	B.E. ( Artificial Intelligence & Data Science)	BNP Paribas, Nirlon Knowledge Park, 6th to 9th Floor, Block B3 Building, Village, Pahadi Rd, Goregaon (E, Mumbai, Maharashtra 400063	6	782
116	2023-24	Shubham Gawri <a href="mailto:shubhamsgawri@gmail.com">shubhamsgawri@gmail.com</a> 8286077287	B.E. ( Artificial Intelligence & Data Science)	TCS (Digital), TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	783
117	2023-24	Jabir Ahmed Khan <a href="mailto:crce.9381.aids@gmail.com">crce.9381.aids@gmail.com</a> 9004543913	B.E. ( Artificial Intelligence & Data Science)	TCS (Digital), TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	7	803
118	2023-24	Jacob Suresh Mire <a href="mailto:jacobmire77@gmail.com">jacobmire77@gmail.com</a> 9867538552	B.E. ( Artificial Intelligence & Data Science)	UtopiaTech Pvt. Ltd., Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange, Mumbai - 400072	5	822
119	2023-24	Grace Prashant Pereira <a href="mailto:pereiragrace03@gmail.com">pereiragrace03@gmail.com</a> 9175993634	B.E. ( Artificial Intelligence & Data Science)	Quantiphi, C-Wing, Level 2, Eureka Towers, Mindspace, W, Mumbai, Maharashtra 400064	8.5	828
120	2023-24	Sanvi Sachin Pokle <a href="mailto:sanvipokle@gmail.com">sanvipokle@gmail.com</a> 9920065051	B.E. ( Artificial Intelligence & Data Science)	Accenture, Accenture, 02, Godrej Business District, Block 'C', Godrej IT Park, Lal Bahadur Shastri Marg, Pirojshanagar, Vikhroli West, Mumbai, Maharashtra 400079	4.5	837
121	2023-24	Ketaki Pravin Sarode <a href="mailto:ketakis2002@gmail.com">ketakis2002@gmail.com</a> 9321759978	B.E. ( Artificial Intelligence & Data Science)	Quantiphi, C-Wing, Level 2, Eureka Towers, Mindspace, W, Mumbai, Maharashtra 400064	8.5	849
122	2023-24	Aaryan Thakur <a href="mailto:aaryan3120@gmail.com">aaryan3120@gmail.com</a> 9594203195	B.E. ( Artificial Intelligence & Data Science)	TCS Prime, TATA Consultancy Services (TCS), Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra 400606	9	855
123	2023-24	Mirza Mohammed Junaid <a href="mailto:mirza.mohd.junaidd@gmail.com">mirza.mohd.junaidd@gmail.com</a> 8655829130	B.E. ( Artificial Intelligence & Data Science)	TIAA, Hiranandani Gardens, Winchester, Powai, Mumbai, Maharashtra 400076	10.48	875



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124	2023-24	Omkar Anabathula <a href="mailto:aomkarg@gmail.com">aomkarg@gmail.com</a> 9326345299	B.E. ( Artificial Intelligence & Data Science)	Wissen TEchnology, 1 st Floor -104 A, Embassy Signet Building, Cessna Business Park, Kadubeesanahalli, Outer Ring Road, Bengaluru, Karnataka - 560103	8	882
125	2023-24	Pratham Mahajan <a href="mailto:prathampmahajan@gmail.com">prathampmahajan@gmail.com</a> 8888059156	B.E. ( Artificial Intelligence & Data Science)	ARCON Techsolutions Pvt. Ltd. 901, Kamla Executive Park, Off Andheri-Kurla Road, J.B. Nagar, Andheri (E) Mumbai-400059	8	883
126	2023-24	<a href="mailto:crce.9305.mech@gmail.com">Dhruv das</a> <a href="mailto:crce.9305.mech@gmail.com">crce.9305.mech@gmail.com</a> <a href="tel:8652670997">8652670997</a>	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	6	890
127	2023-24	Kunal Kore <a href="mailto:crce.9318.mech@gmail.com">crce.9318.mech@gmail.com</a> 7397929989	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	6	895
128	2023-24	Mohd Saqueeb Kudroli <a href="mailto:crce.9319.mech@gmail.com">crce.9319.mech@gmail.com</a> 8691875612	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	6	900
129	2023-24	<a href="mailto:crce.9321.mech@gmail.com">Dhruv Sanjay Mahadik</a> <a href="mailto:crce.9321.mech@gmail.com">crce.9321.mech@gmail.com</a> <a href="tel:9869822388">9869822388</a>	B.E. (Mechanical)	Dipesh ENGINEERING Works, Sej Plaza, 1 3, 3'4 Floor, Junction of SV. Road & Marve Road,	1.2	901
130	2023-24	<a href="mailto:crce.9332.mech@gmail.com">Siddharth Krishnakumar Nair</a> <a href="mailto:crce.9332.mech@gmail.com">crce.9332.mech@gmail.com</a> <a href="tel:8291399630">8291399630</a>	B.E. (Mechanical)	H&K ROLLING MILL ENGINEERS PVT. LTD. 302, Balarama, Bandra Kurla Complex, Bandra (E), Mumbai - 400051	5	906
131	2023-24	Shreyas Mahendra Phondke <a href="mailto:crce.9338.mech@gmail.com">crce.9338.mech@gmail.com</a> 8291426908	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	6	907
132	2023-24	<a href="mailto:crce.9344.mech@gmail.com">Dnyaneshwari Shinde</a> <a href="mailto:crce.9344.mech@gmail.com">crce.9344.mech@gmail.com</a> <a href="tel:9821511845">9821511845</a>	B.E. (Mechanical)	Unique Mixers & Furnaces Pvt. Ltd. Plot No B-95, Road No.27, Wagle Industrial Estate, M.I.D.C., Thane - 400 604.	1.86	912
133	2023-24	Harshad Thakur <a href="mailto:crce.9349.mech@gmail.com">crce.9349.mech@gmail.com</a> 9004118091	B.E. (Mechanical)	Unilights, Lite Technology Co. Pvt. Ltd Unilights House, 8/57, 58, Sahyog Co-Op	2.6	914



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				Housing Society, Anand Nagar, Santacruz (E), Mumbai 400 055.		
134	2023-24	<a href="mailto:alroydmn246@gmail.com">Dmonte Alroy Louis</a> <a href="mailto:alroydmn246@gmail.com">alroydmn246@gmail.com</a> <a href="tel:9119492349">9119492349</a>	B.E. (Mechanical)	TeamLease Services Limited., Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095	2.2	915
135	2023-24	Jambura Saif Moiz <a href="mailto:saifjambura@gmail.com">saifjambura@gmail.com</a> 7506254071	B.E. (Mechanical)	KANSAI NEROLAC PAINTS LIMITED Nerolac House, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013	5.5	920
136	2023-24	Kocharekar Mansi Subhash <a href="mailto:mansikocharekar@gmail.com">mansikocharekar@gmail.com</a> 7715970938	B.E. (Mechanical)	Dipesh Engineering Works 3rd Floor, Sej Plaza, Junction of S V Road & Marve Road, Near Nutan High School, Malad West, Mumbai – 400 064	2	923
137	2023-24	<a href="mailto:dhruveepanchal7666@gmail.com">Panchal Dhruvi Dharmesh</a> <a href="mailto:dhruveepanchal7666@gmail.com">dhruveepanchal7666@gmail.com</a> <a href="tel:7745044969">7745044969</a>	B.E. (Mechanical)	Zycus Infotech Pvt. Ltd.: Plot No. GJ-07, SEEPZ++, SEEPZ SEZ, Andheri (East), Mumbai 400 096,	5.75	924
138	2023-24	Trivedi Harshvardhan Sanjeet <a href="mailto:crce.9452.mech@gmail.com">crce.9452.mech@gmail.com</a> 8850968796	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079	6	925
139	2023-24	Yayati Shubhanand Nakhate <a href="mailto:crce.9333.mech@gmail.com">crce.9333.mech@gmail.com</a> 8591161881	B.E. (Mechanical)	insideFPV Ventures Private Limited 414, Shavion Paradise, Gaurav Path Road, Palanpur, Surat, Gujarat - 395009	4.44	926
140	2023-24	Mayuresh Dilip Vadke <a href="mailto:mayureshvadke02@gmail.com">mayureshvadke02@gmail.com</a> 9082365854	B.E. (Mechanical)	Congnizent, 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097	1.44	930
141	2023-24	Neel Mankame <a href="mailto:crce.9324.mech@gmail.com">crce.9324.mech@gmail.com</a> 9930071696	B.E. (Mechanical)	Godrej & Boyce Mfg. Co. Ltd. Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India	6	933
142	2023-24	Yash Santosh More <a href="mailto:crce.9329.mech@gmail.com">crce.9329.mech@gmail.com</a> 9930231567	B.E. (Mechanical)	H&K ROLLING MILL ENGINEERS PVT. LTD. 302, Balarama, Bandra Kurla Complex, Bandra (E), Mumbai - 400051	5	938



*Signature*

143	2023-24	Raghav <a href="mailto:crce.9340.mech@gmail.com">crce.9340.mech@gmail.com</a> 9225106256	Rawat	B.E. (Mechanical)	Crimson Interactive, 1001, 10th Floor, Techniplex - II, Veer Savarkar Flyover, S. V. Road, Goregaon (W), Mumbai, Maharashtra 400062	2	940
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*Ruthel*

February 20, 2024

To,  
Mr. Amardeep Bhupatwar  
202, Casa Rio, Palava, Nilje,  
Dombivli, Mumbai

Amardeep,

**Subject:** Offer of a full-time position with Argon Supply Chain Consulting Private Limited

We are pleased to offer you the position of an **Analyst** with Argon Supply Chain Consulting Pvt. Ltd. with effect from on or before 1<sup>st</sup> July 2024 (Monday). You would be a full-time employee hired at the Mumbai office.

You are being offered a CTC remuneration of Rs. 4.0 Lakhs per annum.

S. No.	Head	Amount in Rs.
1	Annual Salary	INR 3,40,000/-
2	Bonus that the employee is entitled to on completion of one year after joining the company	INR 60,000/-
	<b>TOTAL</b>	<b>INR 4,00,000/-</b>

Please respond to this offer by countersigning this letter and returning it to us. Please feel free to contact us at [careers@argonandco.com](mailto:careers@argonandco.com) or call on +91 22 2832 2676 in case of any questions.

Sincerely,



Ravikant Parvataneni  
CEO – Argon & Co India

I accept the offer from  
Argon & Co India

Mr. Amardeep Bhupatwar  
Date:

To

UBS

Through Placement Officer – Fr. Agnel's Fr. C Rodrigues College of Engineering

Sir / Madam

I, Justin Abreo from the Fourth Year Computer Engineering branch, thank UBS for providing me the opportunity to work with the esteemed organisation.

I have accepted the offer and will be joining UBS as per the joining schedule provided by UBS

Thank You

Signature

A handwritten signature in black ink, appearing to read 'Justin Abreo', with a horizontal line underneath it.

Student Name: Justin Abreo

Roll No: 9174

Branch: BE COMPS-A

Date: 10/11/2023



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235103272/Mumbai**  
**Date: 21/04/2024**

Ms. Shagun Rajesh Agrawal  
1001, Sheetal Heights Rani Sati Marg,  
Opposite Nirmala College,  
Mumbai-400097,  
Maharashtra.  
Tel# -

Dear Shagun Rajesh Agrawal,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

28



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

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**29**



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

30



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Shagun Rajesh Agrawal</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Deloitte Touche Tohmatsu India LLP**  
Mumbai - I-Think  
Lodha Amara IThink Tower  
Kolshet Road, Sandoz Baug, Thane  
400607  
Tel: 022- 68015000  
Fax: 02268015001  
[www.deloitte.com](http://www.deloitte.com)

**June 24, 2024**

**Ms Cheryl Navin Almeida**  
**370A Ashai shantivan nirmal Vasai(W),**  
**vasai-virar**  
**Maharashtra,401304- India**

**Contact No.: 8104545065**

**Dear Cheryl Navin Almeida**

## **Placement as Intern**

With reference to your application for a project work assignment as a part of your graduation study, we are pleased to inform you that you are being allotted a project work assignment in the **SAP Department of Technology & Transformation** Function of our Organization in **Mumbai - I-Think** location from **July 1, 2024 to January 1, 2025** on the following terms and conditions:

1. You will be assigned a Manager under whose supervision you will work on the project assigned to you.
2. You will be paid a monthly stipend as described in Annexure A. Please note that the tax will be deducted on the stipend amount.
3. You shall complete your project in accordance with the requirements and guidance of the Manager of the Organization, and maintain qualitative standards as required.
4. Notwithstanding the fact that your engagement is internship, for your study purpose. It is expected of you to maintain the discipline, dignity, honor and goodwill of the Organization.
5. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of the Organization.
6. You will observe the rules & regulations and discipline of our office, and also maintain complete confidentiality and secrecy of the matters pertaining to our Office and/or any data that has been provided to you in the course of your project work. You will be permitted to attend any classes in the college at the discretion of the Manager, if so called for during the period of your project assignment.

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

7. On completion of your internship you will be required to submit to the talent team a copy of your project, which will be the sole property of the Organization.
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period; the Organization reserves the right to terminate this internship immediately without any notice.

**Accepted,**



**Authorised Signatory**  
**Badari Narayana**

\_\_\_\_\_  
(Please sign and date your acceptance)

**Cheryl Navin Almeida**

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Disclaimer: At Deloitte, ethics and integrity are fundamental and not negotiable. We do not charge any fee or seek any deposits, advance, or money from any career aspirant in relation to our recruitment process. We have not authorized any party or person to collect any money from career aspirants in any form whatsoever for promises of getting jobs in Deloitte or for being considered against roles in Deloitte. We follow a professional recruitment process, provide a fair opportunity to eligible applicants and consider candidates only on merit. No one other than an authorized official of Deloitte is permitted to offer or confirm any job offer from Deloitte. We advise career aspirants to exercise caution.

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ANNEXURE A

Name	Cheryl Almeida	
Date Of Joining	July 1, 2024	
Function	Technology & Transformation	
Sub Service Area	SAP	
Designation	Intern	
Grade	Trainee	
Components		Paid Monthly
MONTHLY GROSS		₹15,000.00
Total		₹15,000.00

Accepted,



Authorised Signatory  
Badari Narayana

\_\_\_\_\_  
(Please sign and date your acceptance)

Cheryl Navin Almeida

# Job Offer Accepted



Let's build a **World Class Bank**, right here in India.



ALWAYS YOU FIRST

Date: April 16, 2024

**Job Offer Title: Senior Analyst-Client Services**

**HUDAH ANSARI**

**Subject: Offer of Employment**

Dear **Hudah**,

We are pleased to confirm our offer of employment to you as **Senior Analyst-Client Services**, based at **Navi Mumbai-Juinagar-Mindspace Office**. We extend this offer and the opportunity it represents, with great confidence in your abilities. You have made a favorable impression on us at the Bank, and we are excited about the prospect of you joining our Bank on or before **11/Jun/2024**.

At IDFC FIRST Bank, we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story, and our success stories are now intertwined. There's a lot to learn with us, not only the work but also about our culture and values.

Our employee value proposition below portrays the value and experience you will gain by working at our bank.

Be part of a **winning team**.

Think **digital** and drive change with **cutting edge technology**.

Join a work force that is **high on ethics**.

Be where **growth** is not just a number.

Be a force for **social good** and make a difference to the society.

Be **dynamic**, agile, responsive, bold, disruptive.

Further, as part of your annual compensation, you shall receive an **Annual Total Remuneration (ATR)** of **INR 8,00,000/- (Rupees Eight Lakh Only)**, details as annexed.

## Joining Bonus

In addition to Annual Total Remuneration, we are pleased to offer you a joining bonus of **INR 1,00,000/- (Rupees One Lakh only)**, which shall be payable along with your second month's salary, subject to satisfactory completion of background verification. This payout of the joining Bonus (Pre-Tax) will be

recovered in full in case of resignation/separation (whichever is earlier) from the Bank within twelve months from the date of Joining.

### Indicative Target Bonus

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based Indicative Target Bonus up to **INR 1,20,000/- (Rupees One Lakh Twenty Thousand only)** (Pre-Tax) in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.

We trust that all information provided by you is truthful, complete, and correct. Your employment is subject to clearing the personal and professional background verification as per the norms of the Bank and you being medically fit for the bank's employment. Please note that upon acceptance of this offer letter, you will receive a detailed Letter of Appointment within 24 hours. The Letter of Appointment will include the terms and conditions governing your employment at the bank.

We look forward to welcoming you onboard. Kindly confirm your acceptance of this offer within 3 days of receipt of this offer, post which the offer stands cancelled.

Join us in our journey to build a World Class Bank right here in India.

Sincerely,

**For IDFC FIRST Bank Limited**

**Vishal Bhargava**  
**Head-Talent Acquisition**

### Annexure I: Salary Structure

Name	HUDAH ANSARI		
Designation	Senior Analyst-Client Services		
Grade	Management Trainee-2		
Business Unit	Operations - Wholesale Banking Operations		
Location	Navi Mumbai-Juinagar-Mindspace Office		
Date of joining	11/Jun/2024		

Compensation Details			
Components	Per Annum (INR)	Per Month (INR)	
Basic	2,00,000	16,667	
Work Allowance	2,00,000	16,667	
Position Allowance	3,76,000	31,333	
Annual Guaranteed Remuneration (AGR)	7,76,000	64,667	
Employer's PF Contribution*	24,000	2,000	
Annual Total Remuneration (ATR)	8,00,000	66,667	
Benefits			
Gratuity**	9,620	-	
Group Mediciclaim, Term Life Insurance and Accident Insurance (Refer below in Annexure II, Insurance Benefits for details)	24,924	-	
* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein			
**Gratuity will be applicable as per the defined statute. No upper cap on gratuity at IDFC FIRST Bank			

Monthly Net take home (INR)	
Monthly Guaranteed Remuneration	64,667
Employee's contribution to Provident Fund	2,000
Professional Tax	200

**Notes:**

- Position allowance can be used for allocation under various components of the Bank's Flexible Benefit Plan which includes HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car/ Reimbursement & National Pension Scheme. Tax benefits will be based on your investment declaration and as per Income tax regulations. The unallocated amount will be paid monthly as a taxable salary.
- Statutory dues/taxes shall be deducted from the salary and/or any other components in form of salary, on month-on-month basis, as per applicable income tax laws.
- In the event of your resignation or separation (whichever is earlier) within a year of the date of your joining the Bank, any notice pay reimbursement, joining bonus, guaranteed bonus, related relocation expenses provided by bank and / or any other amounts, if paid, at the time of joining will become payable by you to the Bank.

**RECOVERY CLAUSE** - If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of **INR 1,00,000/- (Rupees One Lakh only)** to the bank towards joining and training expenses incurred by IDFC FIRST Bank

**Annexure II: Summary of Key Benefits****Comprehensive Insurance cover with you at each step of the way**

Type of Insurance	Insurance Cover	Benefit Description
Group Mediciclaim – Hospitalization Coverage Policy	<b>INR 3,50,000/-</b>	<ul style="list-style-type: none"> <li>Employee &amp; maximum 5 dependents (Spouse, 2 children &amp; 2 dependent parents/parent-in-laws) are covered under the floater cover.</li> <li>Employees may top-up their insurance cover, over their eligibility base cover, up to INR 20,00,000, by paying an additional premium which are at corporate negotiated rates.</li> <li>Employees can also opt for a voluntary parental co-pay waiver plan at an additional premium.</li> </ul>
Group Term Life Insurance Policy	<b>INR 32,00,000/-</b>	Group Term Life Insurance Policy coverage is for the employee only. Sum Assured is Four times last drawn Annual Total Remuneration or INR 30,00,000 (whichever is higher)
Group Accident Insurance Policy	<b>INR 32,00,000/-</b>	Group Accident Insurance Policy coverage is only for the employee for temporary, partial, permanent disabilities in case of any unfortunate accidents. Sum Assured limits is 4 times of last drawn Annual Total Remuneration at the time of accident.

**Note:** The insurance benefits are guided by the Bank's policy on Employees' benefits.

**Staff Loans benefits exclusively for employees**

Type of Loan	Rate of Interest
Education Loan	2%
Home Loan	5% (Top-up @5.5%)
New Car Loan	7%
Pre-owned Car (Repurchase/Refinance)	8%
Loan against Property	8.25%
Personal Loan	9%
Pre-owned/New Two-Wheeler	9%
Salary Booster	9.99%
Pre-owned Car (Balance Transfer)	10%

**Illustration of Home Loan Benefits for Staff**

Loan Amount	Rate of Interest for Customers	Rate of Interest for Employees	Differential Yearly Gain
25,00,000	8.45%	5%	<b>86,250</b>
50,00,000	8.45%	5%	<b>1,72,500</b>
75,00,000	8.45%	5%	<b>2,58,750</b>
1,00,00,000	8.45%	5%	<b>3,45,000</b>

**Illustration of Education Loan Benefits for Staff**

Loan Amount	Rate of Interest for Customers	Rate of Interest for Employees	Differential Yearly Gain
15,00,000	9.50%	2%	<b>1,12,500</b>
30,00,000	9.50%	2%	<b>2,25,000</b>
40,00,000	9.50%	2%	<b>3,00,000</b>
50,00,000	9.50%	2%	<b>3,75,000</b>



**Notes:**

- a) Above are only illustrative cases and there is no upper limit on the loan amount. All loans are decided based on credit eligibility.
- b) The education loan can be availed by employees for Self and/or for their dependent children.
- c) The rate of interest and other criteria, as mentioned above, are subjected to change as per the Bank's policies and norms.

**Annexure II: Summary of Key Benefits...contd.**

**Credit Card Benefit (Exclusive Credit Card for employees)**

Our employees receive a lifetime free IDFC FIRST Bank Family Credit Card. This card offers many Industry first features and exclusive benefits – one of the lowest and dynamic Interest rates starting from 9% p.a., uncapped and unlimited 10X reward points which can be redeemed anytime and anywhere for purchases and catalogue products, complimentary access to airport and train lounges, interest-free cash withdrawals for up to 48 days, Installment pay, roadside assistance and personal accident insurance and personalization features like Image Cards. It is important to note that the entitlement, usage, and benefits of the credit card(s) are subject to the credit card policy and other applicable policies of the Bank. These policies may be amended from time to time, and it is the responsibility of the cardholder to stay informed about any changes.

**Additional 1% interest on Savings Account, Fixed Deposit and Recurring Deposit**

Our Employees enjoy 1% additional interest on Savings Account, Fixed Deposit and Recurring Deposit.

By providing your e-signature below you acknowledge that You have read and understand the foregoing Agreement, that You agree to comply with all the terms of the Agreement, and that You have received a copy of the Agreement.

16-Apr-24

-----  
**Date.**

Hudah Ansari

-----  
**Employee Name**

36.50.79.227

-----  
**Employee IP Address**

hudah.ansari@gmail.com

-----  
**Employee Email**

IDFC FIRST Bank Limited

IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051. Tel: +91 22 7132 5500 Fax: +91 22 2654 0354

Registered Office: KRM Towers, 7th Floor, No.1, Harrington Road, Chetpet, Chennai 600031 Tel: +91 44 4654 4000

Fax: +91 44 4564 4022 CIN: L65110TN2014PLC097792 [bank.info@idfcbank.com](mailto:bank.info@idfcbank.com)

Page 1 of 1



To,

Datagrind.

Ai

Through Placement Officer – Fr. Agnel's Fr. C Rodrigues College of Engineering

Respected Sir / Madam,

I Amey Nitin Bagwe from Computer Engineering thank Datagrind.Ai for providing me opportunity to work with the esteemed organization.

I have accepted the offer for internship at Datagrind.Ai as an Associate DS as discussed.

Thanks

Amey Nitin Bagwe, Roll

No.: 9180

Branch: Computer Engineering - A

Date: 19/02/2024



SIPL / DIGIT / 1028

Personal &amp; Confidential

Date: 6<sup>th</sup> March 2024

Mr. Naman Manoj Chouhan  
Flat - 706, Shreeji Paradise,  
Khajuria Tank, SV Road,  
Kandivali West, Mumbai - 400067

Sub: Offer of Employment

Dear Naman,

With reference to your candidature, we are pleased to offer you the position of “DGT-Software Engineer - Trainee” with **Safran India Pvt. Ltd. – Digit**.

Your primary work location shall be **Mumbai**. However, based on the position's requirements; you may be required to work anywhere in India or abroad.

Your annual cost to the company will be **Rs. 450,000/- (Rupees Four Lakhs Fifty Thousand only)**. Your detailed salary structure is attached as per Annexure 1.

You are expected to join us by **3<sup>rd</sup> June, 2024** beyond which the employment offer stands cancelled. If you are given any specialized trainings as part of the job requirement, you are required to sign the training agreement for the stipulated time.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2. Please be aware that the documents submitted by you shall subject to the due background check and verification.

For the first two years from the date of joining you will be provided with on-the-job training, where you will trained to work and handle projects independently. On the date of joining, you are required to sign a training bond with the company for the first two years.

Please return the duplicate copy of this letter duly signed as a token of your acceptance. By accepting this offer letter you undertake to keep its details and all information shared by the Company with you as strictly confidential, which shall not be disclosed to any third party.

Yours sincerely,

For **SAFRAN INDIA PVT LTD**

Aju Varghese  
(Managing Director - Digit)

**Acknowledgement**

I, **Naman Manoj Chouhan** accept the offer of employment and agree to abide by the terms and conditions of my employment.

Signature

Date:



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235105552/Mumbai**  
**Date: 20/03/2024**

Mr. Smith Michael Dbritto  
Rosary House Nala Road,  
Karoti Stop,  
Mumbai-401304,  
Maharashtra.  
Tel# 91-9223416197

Dear Smith Michael Dbritto,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20235105552**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

#### 1. Basic Cover

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

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TCSL/DT20235105552

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## 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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.



## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

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5



#### **4. Working Hours**

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

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

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

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

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. 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.

## **12. Terms and Conditions**

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

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

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

## **14. Notice Period**

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

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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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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

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

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

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

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.





## 19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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





\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

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

## **24. Data Privacy Clause:**

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



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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Smith Michael Dbritto</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





# Congratulations! You have been selected to be part of Accenture!

Inbox

**donotreply.indiacampus** 12 Sep

to me ▾



**Boundaryless  
careers for limitless  
possibilities**

## See you soon at Accenture!

Dear Sennett Simon Dmello,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

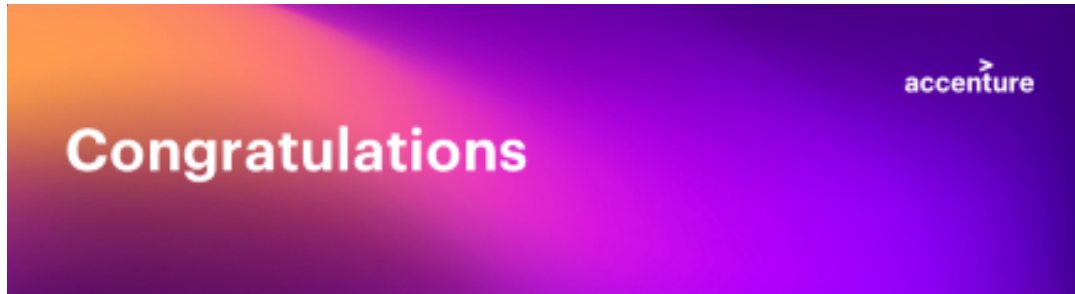
Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>

Your journey to the world of Accenture has just begun. See you soon!

Regards,







09 April 2024

C06371365

Jaden Christopher Dsa

78, Dsouza House, Patel Pakady, Versova, Andheri West, Mumbai

Dear Jaden Christopher Dsa,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

#### ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

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Candidate's Signature:{{Sig\_es\_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

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

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

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

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

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. You may be required to submit additional documents which 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 revocation of this Offer/termination of employment.

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 are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or 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, 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. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Jaden, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Archana Madesh at [campus.queries@accenture.com](mailto:campus.queries@accenture.com) should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig\_es\_.signer1:signature}}

Jaden Christopher Dsa

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Date: {{Dte\_es\_.signer1:date}}

## **ANNEXURE 1: COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

### **\*Total Cash Compensation Elements**

#### **Annual Fixed Compensation\*\***

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

#### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

#### **VARIABLE BONUS**

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR**

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of <b>INR 7,50,000/-</b>	Company
Future Service Liability	Self	Up to <b>INR 20,00,000/-</b>	Company
Employee Deposit Linked Insurance (EDLI)	Self	<b>INR 7,05,000/-</b> (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

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



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

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

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

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

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

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

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

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

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

### **JOINING BONUS**

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

**GENERAL TAX**

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

## **ANNEXURE 2 : REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

### **ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION**

#### **NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

#### ***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

#### ANNEXURE 4 : DECLARATION

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

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

I hereby represent and warrant that I shall not bring into company 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company 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 company. 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Jaden Christopher Dsa

Date: {{Dte\_es\_.signer1:date}}

#### Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



**Strictly Private & Confidential****Alton Dsilva****June 12, 2024****Dear Alton,****Employment Agreement ("Agreement")**

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

**1. Commencement Date & Location**

- 1.1.** Your employment will commence on **June 26, 2024 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2.** Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

**2. Position**

You will be employed on a full time basis as **Associate Software Engineer** with **Client Engagement & Protection IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

**3. Remuneration**

- 3.1** Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
<b>Total Cost to Company</b>	<b>INR 600,058</b>

Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-152

4<sup>th</sup> June 2024

**Dear Mr. Ivan Dsilva,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **1<sup>st</sup> July 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter



Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-152

4<sup>th</sup> June 2024

**Mr. Ivan Rony Dsilva**  
**Building No.12, Room No. 605**  
**Khernagar Sukhada C.H.S Ltd.**  
**Khernagar, Bandra - East**  
**Mumbai-400051**

**TR CAT: C-200**

### **OFFER LETTER**

**Dear Mr. Ivan Dsilva,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in **Corporate Procurement Department**. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

**Your initial place of posting will be at our Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 1<sup>st</sup> July 2024.**

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 40,000/- (Rupees Forty Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )



( 2 )

**Mr. Ivan Rony Dsilva, Mumbai - 400051.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com)) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )



( 3 )

**Mr. Ivan Rony Dsilva, Mumbai - 400051.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )





( 4 )

**Mr. Ivan Rony Dsilva, Mumbai - 400051.**

Please report for the Corporate Orientation Program commencing on **Monday, 1<sup>st</sup> July 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

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I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement.  
I hereby agree to abide by the same. I will report for the Corporate Orientation Program on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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**Date: 08<sup>th</sup> September 2023**

**To,**

**Jonathan Duarte,**

A/203, Veda CHS LTD, Mukunda Nagar

Off Holy Cross Road, I.C. Colony, Borivali West - 400103

**Sub: Letter of Engagement**

**Dear Jonathan,**

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

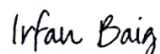
Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

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

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**



**Irfan Baig**

**Deputy General Manager - HR**

Date:

Name:

Signature:

## ANNEXURE A

Jonathan Duarte

Job Title	Trainee - Software Developer	
Components	Monthly Compensation	Annual Compensation
Basic	21,100	253,200
House Rent Allowance *	10,550	126,600
Personal Pay	10,158	121,896
LTA **	4,645	55,740
<b>Fixed Compensation ## (A)</b>	<b>46,453</b>	<b>557,436</b>
Employer Provident Fund Contribution	2,532	30,384
Gratuity#	1,015	12,180
<b>Total Retirals (B)</b>	<b>3,547</b>	<b>42,564</b>
<b>Total Compensation (TAC) / Cost to Company (CTC) - (A+B)</b>	<b>50,000</b>	<b>600,000</b>

Please note the below pointers:

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Tax exemption can be claimed for LTA twice in a block of 4 years. The current block is from Yr'22 to Yr'25

##Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Private Limited

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:

Hi Mahesh,

Please find below the final selects. Request you to please share their acceptance by EOD of 10<sup>th</sup> Nov 2023 and block them for UBS:

Candidate Name	Candidate Email
Eric Fernandes	<a href="mailto:crce.9196.cs@gmail.com">crce.9196.cs@gmail.com</a>
Justin Abreo	<a href="mailto:abreojustin@gmail.com">abreojustin@gmail.com</a>

Regards,



## **OFFER DOCUMENT**

**Vailantan Anthony Fernandes**

27<sup>th</sup> May 2024

To,  
Vailantan Anthony Fernandes,  
Fr. Conceicao Rodrigues College of Engineering (FRCRCE) – Mumbai

**Dear Vailantan Anthony Fernandes,**

Greetings from **Godrej Capital Limited!**

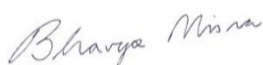
Congratulations! We are delighted to offer you the position of **SDE Trainee** at **Head Office (Mumbai)** location in our organization on the terms and conditions discussed with you at the time of the campus interview. Your date of joining us will be **08<sup>th</sup> July 2024**.

This offer is subject to you being found medically fit, clearing your Graduation course in the **first attempt** and verification of your credentials and documents.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better

**Thank you,**



**Bhavya Misra**  
**Chief Human Resources Officer**

## Offer Structure

Name	Vailantan Anthony Fernandes	
Designation	SDE Trainee	
Grade	L1 – Senior Executive	
	<b>Per Annum (INR)</b>	<b>Per Month (INR)</b>
Basic	3,36,000	28,000
HRA	2,18,400	18,200
Flexible Compensation	4,69,116	39,093
<b>Gross pay</b>	<b>10,23,516</b>	<b>85,293</b>
PF (Employer Contribution)	40,320	3,360
Gratuity	16,164	1,347
<b>Fixed CTC</b>	<b>10,80,000</b>	<b>90,000</b>
<b>Variable Pay</b>	<b>1,20,000</b>	
<b>Total CTC</b>	<b>12,00,000</b>	

- You will be eligible for variable pay as per the campus program and company policy.
- Flexi Pay Components will include Education Allowance, Petrol Reimbursement, LTA, Supplementary Allowance etc. Each component has a level specific amount attached to it and employees have the flexibility of choosing components within the flexi pay framework.
- Your CTC does not consider the cost incurred by the company towards Hospitalization and Group Term Insurance. You will be covered under the Group Insurance Scheme and Medical Benefits for you and your dependents (up to a maximum of 3 – among spouse, children, dependent parents), with the exact limits detailed in the FAQs attached.

I agree to the above terms and conditions of employment.



(Vailantan Anthony Fernandes)



**Registered Office :**

Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

**Date: 08<sup>th</sup> September 2023**

**To,**  
**Rishabh Gupta,**  
Flat No. 1003, Shivom Enclave Siddharth Nagar  
Vakola Pipeline Mumbai-400055

**Sub: Letter of Engagement**

**Dear Rishabh,**

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of "Trainee Software Developer" at Ingram Micro. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

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

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:

Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694  
**Registered Office :**  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Tel +91-22-6687 2100  
+91-22-6687 2200

#### ANNEXURE A

Rishabh Gupta		
Job Title	Trainee - Software Developer	
Components	Monthly Compensation	Annual Compensation
Basic	21,100	253,200
House Rent Allowance *	10,550	126,600
Personal Pay	10,158	121,896
LTA **	4,645	55,740
<b>Fixed Compensation ## (A)</b>	<b>46,453</b>	<b>557,436</b>
Employer Provident Fund Contribution	2,532	30,384
Gratuity#	1,015	12,180
<b>Total Retirals (B)</b>	<b>3,547</b>	<b>42,564</b>
<b>Total Compensation (TAC) / Cost to Company (CTC) - (A+B)</b>	<b>50,000</b>	<b>600,000</b>

Please note the below pointers:

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Tax exemption can be claimed for LTA twice in a block of 4 years. The current block is from Yr'22 to Yr'25

##Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Private Limited

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:

## **OFFER OF EMPLOYMENT**

Date: 16/05/2024

Dear Oswin Lopes,

On behalf of **DOLAT GROUP**, we are pleased to issue this “**Offer Letter**” for the position of Software Developer in our organization. We believe that you possess the skills and attributes that are necessary to excel in this role and hope you will make a valuable contribution to our organization. Your Employment with the company will be subject to your acceptance of this Offer letter and the terms and conditions set forth herein below:

### **1. Date of commencement:**

Effective from 20<sup>th</sup> June 2024, your full-time employment with us will officially begin. The offer stands cancelled in case of any discrepancies in the information provided or if you don't report to work on the date of commencement.

### **2. Scope of Services:**

The services provided by the Employee include but are not limited to the following activities:

1. Augmenting, improving, redesigning, and/or re-implementing Dolat's lowlatency/high throughput production trading environment, which collects data from and disseminates orders to exchanges around the world.
2. Optimizing platforms by using network and systems programming, as well as other advanced techniques.
3. Developing systems that provide easy access to historical market data and trading simulations.
4. Building risk-management and performance-tracking tools.
5. Shaping the future of Dolat through regular interviewing and infrequent campus recruiting trips.
6. Implementing domain-optimized data structures.
7. Learning and internalizing the theories behind the current trading systems
8. Participate in the design, architecture, and implementation of automated trading systems.
9. Take ownership of the system from design through implementation.



10. Showcasing strong competencies in server-side architectures.

11. Troubleshooting, debugging and upgrading existing software for the company.

### 3. Probation:

You will be on a probationary period of **six (06) months** from date of joining, the period of which may be extended at Company's discretion. The confirmation will be implied if you don't receive a mail stating otherwise. The confirmation of your employment will be determined based on your performance in accordance with the Company Policy and the overall review of the seniors/manager.

### 4. Remuneration

#### 4.1. Annual Salary

4.1.1. Your CTC will be Rupees 16.00 Lakhs. (The bifurcation of the compensation is attached in **Annexure-A**)

4.1.2. Your compensation will be subject to deductions as applicable under provisions of The Income Tax Act, 1961 and other applicable laws in India.

#### 4.2. Discretionary Bonus

In addition to your base salary, at the end of each financial year you may be eligible for a discretionary bonus ("bonus") provided you are an active employee and not serving notice at such time when bonuses are paid. Further, the payment of your bonus shall be subject to such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

#### 4.3. Provident Fund

EPF (Employee Provident Fund) is compulsory in all cases. Both employee and employer contributions to EPF are deducted from your CTC (Cost to Company) and deposited into your EPF account with the government.

#### 4.4. Gratuity

Gratuity, which amounts to 2% of your CTC, will only be payable after completing 5 years of service with the company and not before that. The actual gratuity amount can be claimed from the government upon resignation.



#### 4.5. Taxation

Tax calculation is done on a yearly basis and may vary depending on your investments, salary from previous employers, and pro-rata calculations.

All payments made to you by the Company (whether pursuant to the terms of this Contract or otherwise) shall be subject to such deductions and/or withholdings which the Company may be authorized or required to make under applicable law.

The Company shall have the right to deduct from all payments due to you any inadvertent overpayment of salary or other remuneration, or any other amount which you are liable to pay to the Company, to the extent permitted by law. You expressly authorize the Company to carry out such deductions from your salary and other remuneration due to you.

#### 5. Leave

You will be entitled to twenty-one (21) days of Paid working days off that will be calculated on pro-rata basis and will exclude festivals as per the list of NSE holidays for each calendar year.

#### 6. Service commitment

- 6.1. You will be in a service commitment for a **period of 9 months** of full-time employment from the date of joining the company.
- 6.2. You will be liable for a payment that will be equal to Rs 3,00,000 /- as a penalty for breaching the service commitment.
- 6.3. In case you resign during the probationary period, you will be liable to pay a month's salary received by you during the period of service to the company.

#### 7. Notice period / Termination

You are expected to serve a **notice period of ninety days (90) days** from the date of resignation. If you are planning to pursue higher studies, you will have to give six (06) months' prior intimation to the HR and serve four (04) months' notice period. If the company is terminating your employment, you will have to serve a Notice Period of one (01) month, however if the Company decides to increase the tenure of the notice period, the same will be communicated to you in advance. The Company may waive the requirement and dispense your service without any notice period in lieu of one (01) month's salary.



## 8. Non- compete

During your term of employment with Dolat Capital and after the termination of services at the company, up to a **period of twelve (12) months** from the date of termination of employment thereof, you shall not work as an employee, officer, director, partner, consultant, agent, owner or independently engage, directly or indirectly, in any capacity with a HFT firm or any firm involved in Trading.

You are requested to confirm your acceptance to the terms of the offer herein above by reverting with a digitally signed soft copy of the letter. Also, to facilitate a smooth on boarding experience, you will need to upload all your qualification documents and other required documents (softcopy on demand for verification only) on our Onboarding Platform. The details of the same will be provided to you on your acceptance of our offer.

We extend our warm welcome to you and look forward to a long, mutually beneficial professional association.





## ANNEXURE-A

### SALARY BIFURCATIONS ARE AS UNDER:

Company Cost : 10.00 Lakhs			
Salary Heads		MONTHLY	YEARLY
Basic Salary		33333.00	399996.00
HRA Allow		16667.00	200004.00
CCA		17217.00	206604.00
	A	<b>67220.00</b>	<b>806610.00</b>
<b>Flexible Heads</b>			
Food Coupon		1250.00	15000.00
LTA		4000.00	48000.00
Motor Car		4000.00	48000.00
Professional Dev		1250.00	15000.00
Telephone		1500.00	18000.00
	C	<b>12000.00</b>	<b>144000.00</b>
Mediclaime Policy	D		6000.00
Gratuity	E		20000.00
EPF			23400.00
Allowances	F		
<b>TOTAL TAKE A To F</b>		<b>79220.00</b>	<b>1000010.00</b>
Note:			
1. All figures provided are rounded for convenience. Salary heads can be interchanged at a later stage by the company.			
2. Flexible heads are optional and customizable.			

### Retention Bonus:

As an additional incentive to retain you throughout the period of employment and considering your performance, we shall pay you a sum of Rs 50,000/- after completion of every 06 months for 03 years and Rs 75,000/- every 6 months in the 4<sup>th</sup> & 5<sup>th</sup> year.

Yours Sincerely,

**JIGAR P SHAH – Dolat Capital Market Pvt Ltd**




Director/Authorized Signatory



**Acceptance**

I acknowledge receipt of this Offer Letter and, after reading and understanding the same, I accept Dolat Capital’s offer of employment on the terms set out in this Offer Letter.

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**(16 May, 2024)**  
**(Oswin Lopes)**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234691060/Mumbai**  
**Date: 20/03/2024**

Mr. Harshang Nareshkumar Makwana  
A/303 , Shishmahal Building No - 2Cabin Road,  
Venkateshwar Nagar,  
Mumbai-401105,  
Maharashtra.  
Tel# -

Dear Harshang Nareshkumar Makwana,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234691060**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.





## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

**TCS Confidential**

**TCSL/DT20234691060**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

5

107



#### **4. Working Hours**

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

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

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

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

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. 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.

### **12. Terms and Conditions**

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

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

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

### **14. Notice Period**

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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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

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

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

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

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.



## 19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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





\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

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

## **24. Data Privacy Clause:**

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





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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Harshang Nareshkumar Makwana</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694  
**Registered Office :**  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Tel +91-22-6687 2100  
+91-22-6687 2200

**Date: 08<sup>th</sup> September 2023**

To,  
**Martina John,**  
D-101, Milap Complex, P & T Colony  
Dombivli (East) -421203

**Sub: Letter of Engagement**

**Dear Martina,**

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

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

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:



Let's build a **World Class Bank**, right here in India.



03-May-24

**MALAIKA MONTEIRO**

Mumbai

malaikamonteiro2910@gmail.com

Company ID: 334541

**Subject: Letter of Appointment**

Dear Malaika,

We are delighted that you have accepted our offer of employment. We welcome you to experience this once in a lifetime opportunity to create a new age, ethical and World Class Bank.

We extend this "Letter of Appointment" to you as **Senior Analyst-Client Services** within **Wholesale Banking Operations** at IDFC FIRST Bank Limited ("the Bank").

IDFC FIRST Bank Limited is a leading private sector universal Bank in India. Our Bank's vision is to *build a World Class Bank in India, guided by ethics, powered by technology, and to be a force for social good*. Our mission is *"To touch the lives of millions of Indians in a positive way"*. We invite you to be part of this incredible journey at IDFC FIRST Bank Limited.

Our six **Employee Value Proposition (EVP)** tenets epitomize Bank's promise to every employee in their journey to success. These help us to create a healthier, inspiring workplace where employee can be their true selves.

Think **digital** and drive change with **cutting edge technology**

Join a work force that is **high on ethics**

Be a force for **social good** and make a difference to the society

Be where **growth** is not just a number

Be part of a **winning team**

Be **dynamic**, agile, responsive, bold, disruptive

Our founding theme is **#Alwaysyoufirst** where "You" refers to our customer. This theme binds the entire organization, always keeping us customer centric.

Congratulations once again on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Sincerely,

**For IDFC FIRST Bank Limited**

**Vishal Bhargava**  
**Head-Talent Acquisition**

IDFC FIRST Bank Limited

IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051.

Registered Office: KRM Towers, 7th Floor, No.1, Harrington Road, Chetpet, Chennai 600031 Tel: +91 44 4654 4000 Fax: +91 44 4564 4022

CIN: L65110TN2014PLC097792 [bank.info@idfcfirstbank.com](mailto:bank.info@idfcfirstbank.com)



## Terms and conditions governing your employment

Your employment will begin on June 11,2024 ("Date of Joining"). As part of your annual compensation, you shall receive an **Annual Total Remuneration (ATR) of INR 8,00,000/- (Rupees Eight Lakh Only)**, as annexed. The position is currently based at **Mumbai-Naman Chambers BKC Corporate Office**.

### **Joining Bonus**

In addition to Annual Total Remuneration, we are pleased to offer you a joining bonus of **INR 1,00,000/- (Rupees One Lakh only)**, which shall be payable along with your second month's salary, subject to satisfactory completion of background verification. This payout of the joining Bonus (Pre-Tax) will be recovered in full in case of resignation/separation (whichever is earlier) from the Bank within twelve months from the date of Joining.

### **Indicative Target Bonus**

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based Indicative Target Bonus up to **INR 1,20,000/- (Rupees One Lakh Twenty Thousand only) (Pre-Tax)** in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.

## Conditions Precedent

Your employment is subject to your clearing the personal and professional background verification as per the norms of the Bank and is also subject to verification of information and particulars submitted (electronically or physically) by you, including but not limited to Authorization / Undertaking / Declaration Forms, if any.

You are requested to complete the joining formalities within required timelines, on our authorized online portal and submit the documents as required by the Bank. We trust that all the information provided by you is truthful, complete, and correct.

Kindly confirm your acceptance to this Letter of Appointment within 5 working days of receipt of this letter, post which the Letter of Appointment stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto.

We trust you will abide by the terms of this Letter of Appointment, along with the terms and conditions as annexed, as may be amended from time to time by the Bank, and the following guidelines, in letter and spirit.

- Code of Conduct
- Prohibition of Insider Trading for the Bank

Please treat your employment terms including compensation details, with the strictest confidence. This Letter of Appointment shall be effective from your actual date of joining the Bank.

Sincerely,  
**For IDFC FIRST Bank Limited**

**Vishal Bhargava**  
**Head-Talent Acquisition**

I, **MALAIKA MONTEIRO** son/daughter of \_\_\_\_\_ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 11/Jun/2024
- PAN number: DFVPM1371B
- Email ID: malaikamonteiro2910@gmail.com

**Signature:**

**Date:**

### Annexure I: Salary Structure

<b>Name</b>	<b>MALAIKA MONTEIRO</b>
<b>Designation</b>	<b>Senior Analyst-Client Services</b>
<b>Grade</b>	<b>MT2</b>
<b>Business Unit</b>	<b>Operations - Wholesale Banking Operations</b>
<b>Location</b>	<b>Mumbai-Naman Chambers BKC Corporate Office</b>
<b>Date of joining</b>	<b>11/Jun/2024</b>

<b>Compensation Details</b>		
<b>Components</b>	<b>Per Annum (INR)</b>	<b>Per Month (INR)</b>
Basic	2,00,000	16,667
Work Allowance	2,00,000	16,667
Position Allowance	3,76,000	31,333
<b>Annual Guaranteed Remuneration (AGR)</b>	<b>7,76,000</b>	<b>64,667</b>
Employer's PF Contribution*	24,000	2,000
<b>Annual Total Remuneration (ATR)</b>	<b>8,00,000</b>	<b>66,667</b>
<b>Benefits</b>		
Gratuity**	9,620	-
Group Mediciam, Term Life Insurance and Accident Insurance (Refer below in Annexure II, Insurance Benefits for details)	30,592	-

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

\*\*Gratuity will be applicable as per the defined statute. No upper cap on gratuity at IDFC FIRST Bank

***It may be noted that Grade, Designation and the compensation structure offered to you vide this letter may undergo suitable changes as a result of proposed new Job Architecture framework. Do note, that any such changes will not have any impact/ change in the overall gross compensation offered to you vide this letter.***

<b>Monthly Net take home (INR)</b>	
Monthly Guaranteed Remuneration	64,667
Employee's contribution to Provident Fund	2,000
Professional Tax	200
<b>Net take home before Tax (INR)</b>	<b>62,467</b>

**Notes:**

- Position allowance can be used for allocation under various components of the Bank's Flexible Benefit Plan which includes HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car/ Reimbursement & National Pension Scheme. Tax benefits will be based on your investment declaration and as per Income tax regulations. The unallocated amount will be paid monthly as a taxable salary.
- Statutory dues/taxes shall be deducted from the salary and/or any other components in form of salary, on month-on-month basis, as per applicable income tax laws.
- In the event of your resignation or separation (whichever is earlier) within a year of the date of your joining the Bank, any notice pay reimbursement, joining bonus, guaranteed bonus, related relocation expenses provided by bank and / or any other amounts, if paid, at the time of joining will become payable by you to the Bank.

**RECOVERY CLAUSE** - If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of **INR 1,00,000/- (Rupees One Lakh only)** to the bank towards joining and training expenses incurred by IDFC FIRST Bank

### Annexure II: Summary of Key Benefits

<b>Comprehensive Insurance cover with you at each step of the way</b>		
<b>Type of Insurance</b>	<b>Insurance Cover</b>	<b>Benefit Description</b>
Group Mediciam – Hospitalization Coverage Policy	<b>INR 3,50,000/-</b>	<ul style="list-style-type: none"> <li>Employee &amp; maximum 5 dependents (Spouse, 2 children &amp; 2 dependent parents/parent-in-laws) are covered under the floater cover.</li> <li>Employees may top-up their insurance cover, over their eligibility base cover, up to INR 20,00,000, by paying an additional premium which are at corporate negotiated rates.</li> <li>Employees can also opt for a voluntary parental co-pay waiver plan at an additional premium.</li> </ul>
Group Term Life Insurance Policy	<b>INR 32,00,000/-</b>	Group Term Life Insurance Policy coverage is for the employee only. Sum Assured is Four times last drawn Annual Total Remuneration or INR 30,00,000 (whichever is higher)
Group Accident Insurance Policy	<b>INR 32,00,000/-</b>	Group Accident Insurance Policy coverage is only for the employee for temporary, partial, permanent disabilities in case of any unfortunate accidents. Sum Assured limits is 4 times of last drawn Annual Total Remuneration at the time of accident.

**Note:** The insurance benefits are guided by the Bank's policy on Employees' benefits.

<b>Staff Loans benefits exclusively for employees</b>	
<b>Type of Loan</b>	<b>Rate of Interest</b>
Education Loan	2%
Home Loan	5% (Top-up @5.5%)
New Car Loan	7%
Pre-owned Car (Repurchase/Refinance)	8%
Loan against Property	8.25%
Personal Loan	9%
Pre-owned/New Two-Wheeler	9%
Salary Booster	9.99%
Pre-owned Car (Balance Transfer)	10%

<b>Illustration of Home Loan Benefits for Staff</b>			
<b>Loan Amount</b>	<b>Rate of Interest for Customers</b>	<b>Rate of Interest for Employees</b>	<b>Differential Yearly Gain</b>
25,00,000	8.45%	5%	<b>86,250</b>
50,00,000	8.45%	5%	<b>1,72,500</b>
75,00,000	8.45%	5%	<b>2,58,750</b>
1,00,00,000	8.45%	5%	<b>3,45,000</b>

<b>Illustration of Education Loan Benefits for Staff</b>			
<b>Loan Amount</b>	<b>Rate of Interest for Customers</b>	<b>Rate of Interest for Employees</b>	<b>Differential Yearly Gain</b>
15,00,000	9.50%	2%	<b>1,12,500</b>
30,00,000	9.50%	2%	<b>2,25,000</b>
40,00,000	9.50%	2%	<b>3,00,000</b>
50,00,000	9.50%	2%	<b>3,75,000</b>

**Notes:**

- Above are only illustrative cases and there is no upper limit on the loan amount. All loans are decided based on credit eligibility.
- The education loan can be availed by employees for Self and/or for their dependent children.
- The rate of interest and other criteria, as mentioned above, are subjected to change as per the Bank's policies and norms.

IDFC FIRST Bank Limited

IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051. Tel: +91 22 7132 5500 Fax: +91 22 2654 0354

Registered Office: KRM Towers, 7th Floor, No.1, Harrington Road, Chetpet, Chennai 600031 Tel: +91 44 4654 4000

Fax: +91 44 4564 4022 CIN: L65110TN2014PLC097792 [bank.info@idfcbank.com](mailto:bank.info@idfcbank.com)

### **Annexure II: Summary of Key Benefits...contd.**

#### **Credit Card Benefit (Exclusive Credit Card for employees)**

Our employees receive a lifetime free IDFC FIRST Bank Family Credit Card. This card offers many Industry first features and exclusive benefits – one of the lowest and dynamic Interest rates starting from 9% p.a., uncapped and unlimited 10X reward points which can be redeemed anytime and anywhere for purchases and catalogue products, complimentary access to airport and train lounges, interest-free cash withdrawals for up to 48 days, Installment pay, roadside assistance and personal accident insurance and personalization features like Image Cards. It is important to note that the entitlement, usage, and benefits of the credit card(s) are subject to the credit card policy and other applicable policies of the Bank. These policies may be amended from time to time, and it is the responsibility of the cardholder to stay informed about any changes.

#### **Additional 1% interest on Savings Account, Fixed Deposit and Recurring Deposit**

Our Employees enjoy 1% additional interest on Savings Account, Fixed Deposit and Recurring Deposit.



### **Annexure III: TERMS & CONDITIONS FOR EMPLOYMENT**

#### **Duration/Validity of the Letter of Appointment**

- a. It may be noted that this Letter of Appointment shall be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements, and writings with respect to the subject matter hereof.
- b. If any provision of this Letter of Appointment is found to be illegal, invalid, or unenforceable by the Bank and /or the concerned authority, then such provision shall be severed from this Letter of Appointment and the remaining provisions shall continue in full force and effect and operate as if the severed portion had not been included.
- c. Your appointment and continuance in the employment shall be subject to your being medically fit for the Bank's employment.
- d. Your acceptance to this Letter of Appointment shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.
- e. The Bank reserves the right to revoke the Letter of Appointment without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

#### **1. Postings and Transfers**

- 1.1 To this document "the Bank" or "the Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate, or group companies.
- 1.2 Your joining location will be the same as mentioned in your Letter of Appointment. However, during your employment, you may be posted or transferred to any offices, branches, projects, divisions, departments, units, subsidiaries, or sister concerns of the Bank, existing or to be set up at any other location, in the interest of the Bank without assigning any reasons, thereof.
- 1.3 The present designation and terms of services, including your emoluments, are subject to change from time to time depending upon your work assignment, performance, and policies of the Bank.
- 1.4 If you have a remote working role, you are responsible to comply with the Bank's policies and guidelines on remote work, as may be laid down or amended from time to time.

## 2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as determined from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March. You will be eligible for earned leaves on a pro-rata basis if you join the Bank during the indicated financial year. You may be required to avail of mandatory leaves in every financial year, which shall be part of your Earned Leaves entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted, provided you have not exhausted your entitled leave balance.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

## 3. Annual Total Remuneration

- 3.1 Your Annual Total Remuneration ("ATR") has been specified in the annexure of your Offer/ Letter of Appointment. Your compensation will be paid to you monthly by the end of the month.
- 3.2 The Bank provides you with the option to select certain reimbursements within your Annual Total Remuneration, subject to the Bank's guidelines. To exercise this choice, you must provide the Bank with your selection at the time of joining and at the beginning of each financial year, in the prescribed manner. The current method is to upload the details of your reimbursement choices on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other applicable taxes) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be always kept confidential by you.
- 3.5 Your performance will be subject to periodic review, based on which you will be considered for revision of compensation/grade, in accordance with the Bank's policies and practices from time to time.
- 3.6 The Bank will cover you under the group medical insurance policy from your joining date, provided you have completed all formalities and documentation.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance, which is in addition to your ATR.
- 3.8 Your Annual Total Remuneration increase and prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance.

#### **4. Performance Bonus/Incentive Payments**

- 4.1 The Bank reserve its sole discretion to award you a variable pay, or incentive based on your performance, professional conduct, the performance of your team, and the Bank's performance. The amount and intervals of payment will be subject to conditions established by the Bank's policy and determined at the Bank's discretion from time to time.
- 4.2 An employee will not be entitled to any variable payout/bonus/or compensation, including cash, shares, or any other form, on resignation/dismissal/job abandonment/cessation/ separation/ termination by the Bank or for misconduct or breach of any code of conduct or policies of the Bank.
- 4.3 The exercise of discretion to pay a bonus or variable pay or incentives in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.

#### **5. Malus / Claw back**

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Claw back enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc.
- 5.2 The Bank reserves the right to implement a malus/claw back mechanism to address the Bank's and/or the relevant line of business's subdued or negative financial performance in any year, as well as other instances of misbehavior, material failures in risk management and non-compliance with statutory and regulatory requirements.

#### **6. Statutory Payments / Deductions**

- 6.1 All statutory payments / deductions will be as per the applicable laws and may change from time to time based on changes in the laws of the land.

#### **7. Tax**

- 7.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.
- 7.2 All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you in your personal capacity.

## 8. Medical Fitness and Verification of Particulars

- 8.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.
- 8.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.

## 9. Deductions from Annual Total Remuneration/Annual Guaranteed Remuneration

- 9.1 The Bank may deduct and collect any overpayment made or any amounts payable by you to the Bank from your Annual Total Remuneration, Annual Guaranteed Remuneration (AGR), Full and Final Settlement, or Bank Account at any point during your employment or after cessation of employment. This includes, but is not limited to, any excess leave, past-due loans, advances, credit card bills, moving costs, joining bonus, relocation expenses and the expense of repairing any damage or loss you may have caused to the Bank's property or equipment.
- 9.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act or omission committed or facilitated by you, while executing your duties and responsibilities.

## 10. Performance of duties

- 10.1 The Bank expects you to perform your duties in accordance with the Bank's norms, policies, and directions. In case, at any time during your employment for any reason(s) you are unable to perform your assigned duties to the Bank's satisfaction, the Bank reserves the right to terminate or conclude your employment.

## 11. Normal Retirement Age

- 11.1 You will automatically retire from the employment of the Bank on attaining the retirement age of 58 years or as decided by the Bank, unless separated or concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim any right of employment with the Bank till the prescribed retirement age, as your employment is subject to the terms and conditions laid down by the Bank, and as may be amended from time to time.
- 11.2 Your date of birth, as mentioned in the Aadhaar Card, or other such acceptable statutory documents as submitted by you at the time of joining, shall be deemed to be conclusive proof of your date of birth.

## 12. Confidentiality

- 12.1 You agree not to use or disclose to anyone any confidential information that comes to your attention during your employment that relates to the business of the Bank or the affairs of any of its customers, suppliers, or other parties with whom they have dealings, either while you are employed or at any time after your resignation or cessation from services.
- 12.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information regarding and not limited to employee's compensation, rating, performance, promotions, career aspirations or any other sensitive information. You are required to keep the aforementioned information confidential and refrain from using it in any way.
- 12.3 You are requested to maintain complete confidentiality of all information of any nature, including information about the affairs of any individual who interacts with Bank's constituent or any of its subsidiaries or group companies, and information about their business, including any documents, books, or records, that you have access to by virtue of your employment in the Bank. In addition, you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative, or judicial authority to such authority.
- 12.4 In performing your duties, you may from time to time receive or obtain or get access to information/data/documents including reports, correspondences, from the Bank or related or associated with the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, transactions, business plans, photographs of the data/information, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
- 12.5 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:
- 12.5.1 Always keep the Information/data/documents confidential and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment) receive or obtain.
  - 12.5.2 Avoid usage of Information/data/documents for any purpose other than in connection with your services to the Bank
  - 12.5.3 Any privileged or confidential information symbolizing any of the Information disclosed to you in the course of your employment with the Bank remains the exclusive property of the Bank and whenever requested by the Bank and/or in any event upon the termination of your employment, you are requested to promptly deliver to the Bank all the Information and documents (whether original or copies or in hard copy or electronic form).

### 13. Other Media, Internet, Blogs, social media & External Persons

- 13.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects, or initiatives. Violation of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially bring disrepute to the Bank may invite suitable punitive/disciplinary action including but not limited to termination/cessation of your employment at the discretion of the Bank and claiming damages.
- 13.2 Concerns and grievances, if any, need to be raised and redressed through the channels available or by reaching out to your HR Business Partner as per the defined Escalation Matrix of the Bank. Raising your grievances and internal organization matters on social media, in the public domain or with external individuals or in violation of the defined escalations matrix of the Bank, will be considered a breach of conduct and may lead to the termination/or cessation of your employment at the discretion of the Bank.

### 14. Data Protection

- 14.1 The Bank may be required to process, transfer, and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- 14.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your Letter of Appointment, you acknowledge and agree that the Bank is permitted to hold/use/process/transfer/share your personal/sensitive information or details as part of our personnel and other business records and that the Bank may use such information in the course of its business, including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.
- 14.3 You agree that the Bank may disclose such information to third parties if such disclosure is, in the Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used, or disclosed in any medium.
- 14.4 You are required to update Bank about any change in personal and relevant details including change in marital status within seven (7) working days from date of any change. Personal and relevant details include, however is not limited to permanent and current address, personal email id and phone number. If you have failed to update your personal details, any communication sent to your last recorded address/email id shall be deemed to have been served on you.



## 15. Compliance

- 15.1 In your role at the Bank, you are responsible to abide by and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land and policies and processes of the Bank, as may be amended.
- 15.2 You are aware that there are laws against trading in securities using material non-public information or unpublished price sensitive information and you agree to comply with such laws.
- 15.3 During the continuance of your employment with the Bank, you are responsible to comply with the Bank's policies, practices, and procedures.

## 16. Restrictive Covenant

- 16.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for a minimum period of one year from your last working date in the Bank. This is applicable even during your period of employment, whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization, which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates, or associates, for a period of one year from the date of separation from the Bank.
- 16.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever, any client of the Bank. Your agreement "not to solicit" includes that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging, or requesting any deal/ mandate/ account/ person:
  - 16.2.1 To transfer from the Bank to you or to your new employer or to any other person or entity
  - 16.2.2 To enter a new deal/mandate with you or your new employer or with any other person or entity.
  - 16.2.3 To otherwise discontinue its patronage and business relationship with the Bank.
- 16.3 You agree that for a period of six (6) months from expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor, service provider or partner of the Bank.

## 17. Work Assignment

- 17.1 If you, during your engagement with the Bank, create any ideas, methods, inventions, discoveries, designs, or other works ("**the Works**"), either while providing your services or in relation to the Bank's business, you must disclose full details of such Works to the Bank. Regardless of whether you disclose the Works or not, all Works created during your engagement with the Bank will be exclusively owned by the Bank. You hereby assign the ownership, right, title, interest, and copyrights of such Works, including any derivative works, to the Bank. You must promptly provide a complete written disclosure of the Works, identifying any new or different features or concepts. Additionally, you grant the Bank an irrevocable, non-exclusive, worldwide, perpetual, paid-up license for these Works, whether they currently exist or are created in the future.
- 17.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such documents, declarations, including deed of assignment as may be required by the Bank from time to time.
- 17.3 You hereby assign to the Bank all rights, titles and interests in any work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all rights, titles and interests in any work in the Bank or its nominee(s) absolutely as legal and beneficial owner and to secure patent(s) or other appropriate form of protection thereof;
- 17.4 You are requested not to (except as provided in this Letter of Appointment or as may be necessary in the course of your duties for the Bank) disclose or use of any Works without the Bank's prior consent in writing. The rights and obligations in this clause shall survive termination of your employment for any reason.

## 18. Resignation and Notice Period

- 18.1 The employment may be terminated by either the bank or by an employee by giving the other prior written notice of 90 days ("**the Notice Period**"). You hereby acknowledge and agree that the Bank has an absolute right to amend and modify the Notice Period at any point of time. The Bank at its sole discretion, may decide to waive off the Notice Period or part thereof, in such case, the Bank will not be liable to make any payment of salary in lieu of the waived off notice period.
- 18.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- i the employee shall remain employed through the Notice Period (or portion thereof), OR
  - ii payment in lieu of any unserved notice period will be recovered from the employee.
- 18.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.

- 18.4 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 19, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 18.5 In case the last working day falls on a weekly off or a holiday, the previous working day shall be considered as the Last Working Day (LWD).
- 18.6 Notice Pay in lieu of Notice Period is defined as ATR excluding the retiral and any other benefits.
- 18.7 During the Notice Period, any leaves availed may extend the Notice Period by that many days, however, the Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leaves and leaves encashment thereof for the period of gardening/garden leave. The Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as deemed appropriate. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months and any other employee or class of employees- as may be decided from time to time.
- 18.8 In the event of your resignation, if you fail to serve your required or accepted Notice Period and stop attending work, the Bank will consider your absence as unauthorized and may take disciplinary action against you including initiation of absconding process at the discretion of the Bank.
- 18.9 It is expected that an employee will not absent him / herself without prior approvals, while serving the Notice Period.
- 18.10 The Bank at its sole discretion may take appropriate action even post separation from the services of the Bank, if an employee is suspected of participating in fraud, deceit, theft, or any other unethical or unprofessional act.
- 18.11 You will be covered by the employment rules and regulations, including but not limited to code of conduct, discipline, and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. In case of staff accountability or any pending disciplinary proceedings the Bank shall have absolute discretion to reject or refuse to accept your resignation. Bank reserves the right to suspend you while it investigates the charges of misconduct or for any other reason as deemed fit by the Bank.
- 18.12 In case at any point during your employment a criminal case is filed against you in your individual capacity, the Bank may, in its sole discretion, ask you to proceed on leave or suspend your employment until the case is resolved and you are proven not guilty (not in the course of or arising out of employment). You may be compensated during this period in accordance with the applicable laws.
- 18.13 You agree that, during your separation, obtaining 'No Dues Clearance' from all the relevant stakeholders of the Bank will be your responsibility, and you acknowledge that No Dues Clearance is essential for the Bank to enable processing of your Full and Final Settlement.

**19. Termination of Employment:** The employment agreement i.e., this Letter of Appointment may get terminated or concluded:

- 19.1 In case of any unauthorized absence for more than 5 consecutive days.
- 19.2 In case you have committed misconduct without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct, any kind of fraud, dishonesty, disloyalty, non-performance, sexual harassment, in case of serious breach of Code of Conduct or any other bank policies, disobey the Bank's lawful and reasonable instructions/requirements, habitually neglect your duties, non-disclosure of criminal case records, forgery or falsification of documents, or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or otherwise commit any material breach of your employment terms; and in such cases, you will be entitled only for service certificate /letter or such other certificate, as per the discretion of the Bank and the Bank shall not be obligated to consider any of your claim/demand or request for issuance of relieving certificate.
- 19.3 By the Bank, with or without any reason thereof by giving notice of 90 days or payment in lieu of notice.
- 19.4 In case of conviction in any criminal case by any courts of law.
- 19.5 Committing any breach of any terms of this Letter of Appointment, either directly or indirectly.
- 19.6 In the event your employment is terminated by reason of an eventuality caused by (your) death, your designated nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank. However, in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- 19.7 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Annual Total Remuneration (excluding retirals and other non-cash benefits) in lieu of notice.

## **20. Non-Conflict of Interest and No External Employment**

- 20.1 During your employment with the Bank, you shall not undertake any other full time or part time work /position or assignment with or without remuneration or involve yourself in any activity/event/incident that may adversely affect your professional image as an employee of the Bank.

## 21. Receipt of Payments and Benefits from Third Parties

21.1 The Bank always follows the highest standards of ethics, in all transactions / or dealings. It is expected that neither you or any member of your family, nor any Bank or business entity in which you or they have any interest, are entitled to receive, or obtain directly or indirectly any payment, discount, rebate, commission, or any form of benefits from any third party in respect of any business transacted (whether or not) by you or on behalf of the Bank. Any such event / or incident shall be construed as conflict of interest, which shall lead to disciplinary action, including but not limited to termination of the employment.

## 22. Code of Conduct and Expected Employee conduct

22.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in case of gross misconduct, dismissal and/ or cessation of employment may be initiated at the discretion of the Bank.

22.2 You are expected to be well groomed and follow the dress code as stated in the policy and/or communicated to you from time to time.

## 23. Staff Dealing Rules

23.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the policy and any relevant guidelines.

## 24. Intellectual Property Rights

24.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.

24.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity and royalty free. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.



- 24.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

## **25. Information, Assets and Systems**

- 25.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems, and you will be required to use them in accordance with the Bank's policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care, or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 25.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

## **26. Indemnity**

- 26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, misconduct, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damages caused.

## **27. Force Majeure**

- 27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.



## 28. Change in Terms & Conditions

28.1 The terms and conditions of the Letter of Appointment including Terms and Conditions of Employment are subject to revision and change by the Bank, with or without notice. The revised terms and conditions shall be applicable to all employees effective from the date of revision or change or from the date of communication from the Bank, as the case may be.

## 29. Warranty

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

## 30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the courts of Mumbai.

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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234174451/Mumbai**  
**Date: 20/03/2024**

Mr. Savit Madhavan Nair  
1-A/103, Agarwal Krish Garden Patankar Park Road,  
Nalasopara (West),  
Mumbai-401203,  
Maharashtra.  
Tel# 91-9967593962

Dear Savit Madhavan Nair,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/CT20234174451**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5

148





recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. TATA Code of Conduct

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

## 15. Notice Period

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

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

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

## 16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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**Tata Consultancy Services Limited**

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

152



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

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**153**





offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

154





(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Savit Madhavan Nair</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

To  
Tata Consultancy Services Limited

Through Placement Officer – Fr. Agnel's Fr. C Rodrigues College of Engineering

Sir / Madam

I Renu Laxmikant Nanadikar from Computer Engineering thank Tata Consultancy Services Limited for providing me the opportunity to work with the esteemed organisation.

I have accepted the offer and will be joining Tata Consultancy Services Limited as per the joining schedule provided by the Tata Consultancy Services Limited

Thanks



Renu Laxmikant Nanadikar  
9214.  
Computer Engineering  
Date:15 February 2024



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20245161707/Mumbai**  
**Date: 20/03/2024**

Mr. Trevelyn Terence Noronha  
104/A, Jude Residency,,  
Noronha Compound,  
Bhayandar-401101,  
Maharashtra.  
Tel# 91-9820393507

Dear Trevelyn Terence Noronha,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.



## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

**TCS Confidential**

**TCSL/DT20245161707**

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5

170



#### **4. Working Hours**

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

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

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

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

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. 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.

## **12. Terms and Conditions**

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

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

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

## **14. Notice Period**

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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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

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

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

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

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.



## 19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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



\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

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

## **24. Data Privacy Clause:**

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



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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Trevelyn Terence Noronha</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>





## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

February 20, 2024

To,  
Mr. Bhushan Pakhle  
C/O, C-201, Ravi Sanket CHS,  
Sunil Nagar, Dombivli (E),  
Mumbai 421 201

Bhushan,

**Subject:** Offer of a full-time position with Argon Supply Chain Consulting Private Limited

We are pleased to offer you the position of an **Analyst** with Argon Supply Chain Consulting Pvt. Ltd. with effect from on or before 1<sup>st</sup> July 2024 (Monday). You would be a full-time employee hired at the Mumbai office.

You are being offered a CTC remuneration of Rs. 4.0 Lakhs per annum.

S. No.	Head	Amount in Rs.
1	Annual Salary	INR 3,40,000/-
2	Bonus that the employee is entitled to on completion of one year after joining the company	INR 60,000/-
	<b>TOTAL</b>	<b>INR 4,00,000/-</b>

Please respond to this offer by countersigning this letter and returning it to us. Please feel free to contact us at [careers@argonandco.com](mailto:careers@argonandco.com) or call on +91 22 2832 2676 in case of any questions.

Sincerely,



Ravikant Parvataneni  
CEO – Argon & Co India

I accept the offer from  
Argon & Co India

Mr. Bhushan Pakhle  
Date:

## **OFFER LETTER**

Date: 10th November 2023

### **MANASVI PATIL**

**Sub:** Your appointment as a **Quality Engineer** ("**Offer Letter**")

Dear **MANASVI**,

We, **Zeus Systems Private Limited** ("**Company**"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **3<sup>rd</sup> June 2024** ("**Effective Date**").

### ***Roles and Functions***

You shall be appointed for the designation of **Quality Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

### ***Remuneration and Variable Pay***

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a salary of **INR 600,000/- (Rupees six lacs only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

### ***Probationary Period***

Your employment shall be subject to an initial probationary period of 3 (Three) month ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.

### ***Location***

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

### ***Hours of Work and Leaves***

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

### ***Non-Compete and Non-Solicit***

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Confidentiality***

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Termination***

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

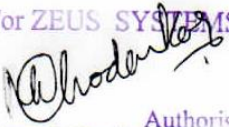

### ***Covenants and Warranties***

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.
- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
  - Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
  - Copy of relieving letter/ last drawn salary slip from your previous employers;
  - Copy of government identities; and

- 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,  
For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.  
  
  
**Minal Chodankar**  
**Director-Admin**

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.

  
-----  
**MANASVI PATIL**  
**10th November 2023**

### **SCHEDULE 1**

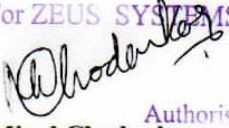

The Breakup of your compensation is as follows:

<b>Components of Salary</b>	<b>(Figures in INR/ per annum)</b>
Basic	179,155.00
HRA	107,493.00
Conveyance Allowance	19,200.00
Special Allowance	223,981.00
Company PF Contribution	24,006.00
<b>Total</b>	<b>553,835.00</b>
Annual Discretionary Bonus	46,165.00
<b>Gross Annual Compensation</b>	<b>600,000.00</b>

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.

  
  
 Authorised Signatory  
**Minal Chodankar**  
**Director-Admin**

10th November 2023





## **OFFER DOCUMENT**

**Srijita Patra**

27<sup>th</sup> May 2024

To,  
Srijita Patra,

Fr. Conceicao Rodrigues College of Engineering (FRCRCE) – Mumbai

**Dear Srijita Patra,**

Greetings from **Godrej Capital Limited!**

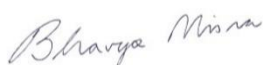
Congratulations! We are delighted to offer you the position of **SDE Trainee** at **Head Office (Mumbai)** location in our organization on the terms and conditions discussed with you at the time of the campus interview. Your date of joining us will be **08<sup>th</sup> July 2024**.

This offer is subject to you being found medically fit, clearing your Graduation course in the **first attempt** and verification of your credentials and documents.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better

**Thank you,**



**Bhavya Misra**  
**Chief Human Resources Officer**

## Offer Structure

Name	Srijita Patra	
Designation	SDE Trainee	
Grade	L1 – Senior Executive	
	Per Annum (INR)	Per Month (INR)
Basic	3,36,000	28,000
HRA	2,18,400	18,200
Flexible Compensation	4,69,116	39,093
<b>Gross pay</b>	<b>10,23,516</b>	<b>85,293</b>
PF (Employer Contribution)	40,320	3,360
Gratuity	16,164	1,347
<b>Fixed CTC</b>	<b>10,80,000</b>	<b>90,000</b>
<b>Variable Pay</b>	<b>1,20,000</b>	
<b>Total CTC</b>	<b>12,00,000</b>	

- You will be eligible for variable pay as per the campus program and company policy.
- Flexi Pay Components will include Education Allowance, Petrol Reimbursement, LTA, Supplementary Allowance etc. Each component has a level specific amount attached to it and employees have the flexibility of choosing components within the flexi pay framework.
- Your CTC does not consider the cost incurred by the company towards Hospitalization and Group Term Insurance. You will be covered under the Group Insurance Scheme and Medical Benefits for you and your dependents (up to a maximum of 3 – among spouse, children, dependent parents), with the exact limits detailed in the FAQs attached.

I agree to the above terms and conditions of employment.



(Srijita Patra)

## FREQUENTLY ASKED QUESTIONS

### 1. What are the different components of my compensation structure?

Your compensation structure (CTC) has three broad components:

1. Fixed Component
2. Flexible Component
3. Variable Component

### 2. What is the fixed component of my compensation structure?

- The Fixed component of your compensation structure includes Basic, House Rent Allowance, Provident Fund (PF) and Gratuity
- Basic forms a part of your monthly in-hand salary
- House Rent allowance is a fixed component of your CTC structure. HRA shall be maximum 65% of your basic salary.
- PF will be calculated as 12% of your Basic. Provident Fund involves equal contributions from the employer and employee (the amount indicated is the employer contribution, the employee contribution will be made through a deduction from salary).
- Gratuity will be calculated as 4.81% of your Basic. Gratuity is payable as per the Payment of Gratuity Act, 1972 and eligibility commences on completion of 5 years of employment.

### 3. What is the Flexible component of my compensation structure?

The Flexible component of your compensation structure is a fixed pre-determined component of your compensation and comprises the flexible allowances/ reimbursements that you will get as a part of your monthly in-hand salary. You can allocate this amount to different items from our basket of allowances/ reimbursements at the start of each financial year, as per the defined eligibility of your grade.

The basket of flexible allowances/ reimbursements includes:

- **Food Vouchers (Sodexo)**

Employees can avail food vouchers for payment towards food expenses and is non-taxable.

Food vouchers will be available in the following three standard variants.

- ₹ 1,000/- per month
- ₹ 1,500/- per month
- ₹ 2,200/- per month

- **Leave Travel Allowance**

Leave travel allowance is provided to employees and their family for the leave taken to any place in India. The exemption is provided in respect of two journeys performed in a block of four calendar years.

The employee cannot claim a deduction for both the journeys in one year. The government fixes block of years which are calendar years and not financial years. The current block runs from 2022-2025.

Employees can claim LTA exemption up to value of (2 X Basic salary per month) in a year. The employee needs to submit proof of travel to his/her employer and keep copies for his or her own records. Such proofs are helpful at the time of the audit of the tax return of the individual. Proof of travel could be, for example, tickets, boarding passes, etc.

- **Education Allowance**

Children education for tuition fees and hostel allowance can be reimbursed up to a limit of Rs. 500/- Per month for a maximum of two children on submission of proofs

- **Car maintenance and fuel Reimbursement**

Car maintenance and fuel reimbursement is provided to compensate employees for the expenses incurred by them for travelling to work. Employees can choose car maintenance and fuel reimbursement allowance as per their cadre. The CTC declaration given by the employee will be continued throughout the financial year.

- **Telephone Reimbursement**

This component can be used to claim the expense incurred towards official usage on telephone connections (land line or cellular phone – including internet usage) held by employees. Telephone reimbursement limit is applicable as per the cadre.

- **Supplementary Allowance**

The amount left after adjustment in the above allowances is paid as supplementary allowance.

#### 4. What is the difference between the Flexible and Variable components of my compensation structure?

The Flexible component is a fixed pre-determined component of your compensation structure. You can allocate this amount to various components, as per the grade eligibility defined at the start of each financial year, to maximize tax benefits.

The Variable component implies your Performance Incentives, which is linked to your performance and the annual business performance for a given financial year. (applicable only to roles with CTC having variable component)

#### 5. How long will be my probation period?

Your probation period is 6 (six) months from the date of joining.

#### 6. What is my notice period?

You will be on probation for 06 (six) months and during this tenure notice period will be **30 (thirty) days** for either side. After confirmation, the notice period will be **60 (sixty) days** for both parties.

#### 7. Does my CTC include Hospitalization and Insurance Benefits?

- Our Hospitalization and Insurance Benefits are not a part of your CTC but over and above the CTC. These benefits are detailed below:
- Our Hospitalization Scheme is applicable to you and your family (self + three applicable for your spouse, parents and children). As per this scheme, we will reimburse up to 90% of the applicable annual Hospitalization Limit.
- You can also include additional dependent through self-paid option to buy cover for them.

Grade	Annual Hospitalization Limits	Reimbursement by the company for self and dependents
Officer, Executive, Sr. Executive, Assistant Manager	INR 5 lakhs	90%

We would like to support you in the event of a medical exigency. With this intent, we will also reimburse up to 50% of the expenses incurred (on you alone) beyond the Annual



Hospitalization Limits. This will become applicable once you have exhausted the limits which you are entitled to (on self and declared dependents).

### Maternity Benefits

The expenditure on maternity will be counted as a part of the limits for Hospitalization coverage and will be capped at Rs. 2.5 Lakhs reimbursement to the employee (90% will be reimbursed on the total amount). Pre and post-natal expenses covered within this limit (hospitalization only).

### Top up Option:

- You will have the option to Top up the sum insured amount.
- Top up is a voluntary policy with an additional sum insured which can be used on exhaustion of the base sum insured.
- Top up policy gets triggered only after the base sum assured gets exhausted and cannot be used for capped ailments and Maternity.

### 8. Group Term Insurance Policy

You are also covered under a Group Term Insurance Policy. The scheme provides the following coverage in the event of untimely death of an employee.

Grade	Sum Insured
Officer, Executive, Sr. Executive, Assistant Manager	INR 30,00,000/-

### 9. What are the Leave Benefits that I can avail?

We believe that availing leave is necessary for you to improve productivity at the workplace and have a healthy work-life balance. Our Consolidated Privilege Leave (CPL) Policy is designed to best enable you to take regular leave and maintain this balance. You will be eligible for 25 working days of CPL annually (weekends and holidays falling during the period of CPL availed, will not be counted as part of the availed CPL) which is credited at the beginning of the year. This will be proportionately adjusted if you join or leave the services of the company during the year.

The Sick Leave policy is designed to enable you to avail leave on a 'need to' basis when you are unwell. In addition to this leave, you will also have Fixed Holidays as per the calendar for the year.

**10. Is there a Code of Conduct I need to adhere to?**

Yes, the Godrej Code of Conduct outlines our Business Principles and how they apply to each of us. Employees are expected to adhere to these principles in both spirit and practice as they lead Godrej into the future. The Code of Conduct has been attached with the mail for your quick reference. You are requested to please go through the Code of Conduct in detail (specially the Confidentiality and Non-Compete clauses) before accepting the offer.

**Thank You!**

**OFFER LETTER**

To,

August 22, 2023

Shaun Pimenta  
211 Pride Of Kalina, B Wing, Sunder Nagar,  
Lane No.2 Kalina, Vidyanagari, Mumbai,  
Maharashtra - 400098

**Sub: Offer letter for the position of Associate Software Development Engineer.**

Dear Shaun,

We are pleased to offer you the position of **Associate Software Development Engineer** at CarTrade Tech Limited.

**About CarTrade Tech Limited**

Part of [CarTrade Tech](#) Ltd., CarWale's mission is to simplify car buying in India. We strive to be our customer's one stop source of unbiased information on cars through our expert reviews, owner reviews, detailed specifications and comparisons. Whether you are looking for a New or Pre-Owned car, CarWale offers accurate On-Road Prices, comprehensive research and comparison tools including reviews, photos, videos and more. Today we serve over 20 million unique visitors every month, and at least one third of the country's car buyers go through [www.carwale.com](#) at some point during their pre-purchase research. Today we are able to provide a variety of choices in vehicles and attract more than 25 million genuine users each month.

Before you sign up with us, we would love to tell you more about the team you are going to be part of and believe, it will help you take the right decision.

**Our Culture**

Culture and the values that brought us together is core to us and are the fundamental reasons why we have started on this journey. It's our constant effort to work with very talented individuals who live according to the same values as we have and here they are:

1. **Be Respectful:** We have had a very humble start and it is the value of respect and kindness towards each other that matters to us. We don't just show respect, concern and care in our behavior but strive to be more kind in making decisions that affect our lives. There are times when we are right and it's easy to defend a decision, but it's more important to see if we are kind as well, to our organization, to our team and to the individual.

**CarTrade Tech Limited** (formerly known as MXC Solutions India Private Limited)

Reg. Off. &amp; Corp. Off.: 12th Floor, Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705.

W: [cartradetech.com](#) | T: +91 22 6739 8888 | CIN: L74900MH2000PLC126237

2. Stay Agile: We reached where we are through a lot of experimentation and still anticipate an on-going adaption of the business model. We go with the flow, with the growing needs of the company. Only people who are agile and flexible thrive with us and those who aren't find it difficult to grow here.

3. Results Matter: We and only we are accountable for the commitments we make and the goals we write against our name. We believe in working with talented people who are self-responsible and self-motivated. In our experience such colleagues are worthy of freedom and give their best with minimum monitoring or instructions. While we all make efforts, we know what matters is the result. So, we behave responsibly and take full responsibility of the results that we produce. When something goes wrong, we look within and see what we need to change in ourselves and not find reasons outside of ourselves. We judge ourselves and others by the outcome they produce.

4. We before I: In our day to day decisions and on matters that are important and impact our customers, shareholders and colleagues, we look at the larger interest before taking care of our own interests. So the Team comes before the Individual; Division comes before Team and Company comes before Division.

Offer herein is indicative of the company's intent and is subject to your confirmation in agreement.

#### Compensation Structure:

Particulars	Description	Monthly (Rs.)	Annually (Rs.)
Basic Salary	40% of Fixed Salary	23,544	282,522
HRA	50% of Base Pay	11,772	141,261
Supplementary Allowances	Balancing Figure	23,544	282,522
<b>Gross Salary</b>		<b>58,859</b>	<b>706,305</b>
Provident Fund	Employers contribution	1,800	21,600
Gratuity (Accrual Only)	4.81% of Base Pay	1,132	13,589
Accident Insurance		25	300
Mediclaim Premium		684	8,206
<b>Cost to Company</b>		<b>62,500</b>	<b>750,000</b>
<b>Retention Bonus</b>			<b>150,000</b>
<b>Total Cost to Company</b>			<b>900,000</b>

\*Premium amounts are subject to exact age of dependents

\*\*Retention Bonus offered: 1.50 Lac payable:-

- 1.50 lac : Payable after completion of 1 year.
- It will be paid only if you are on the rolls of the company at the time of pay out.
- You would not be eligible for this pay out if you have resigned or serving notice.

Your appointment is subject to a probation period of 6 months, subject to your performance and conduct being satisfactory.

You may resign from your job only after giving notice in writing for 30 days (during probation period) & 90 days (post probation) or payment of salary in lieu thereof.

**CarTrade Tech Limited** (formerly known as MXC Solutions India Private Limited)

Reg. Off. & Corp. Off.: 12th Floor, Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705.

W: cartradetech.com | T: +91 22 6739 8888 | CIN: L74900MH2000PLC126237

**Taxes:**

Please note that all amounts payable to you as compensation shall be subject to deduction of tax & or other deductions as are required by laws for the time being in force.

**Leave Guidelines:**

We have leave guidelines that encourage associates to avail 25 leaves under various categories other than 10 public holidays. However, employees are free to avail more leaves if they need to in consent with their manager. No salaries are deducted for any amount of leaves unless Manager believes that performance has been adversely affected. To summarize, we have only guidelines for leaves and all that matters is your performance and not how many days you turn up at work.

**Others:**

At the time of your joining you are requested to submit the following documents to complete formalities:

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualifications/Certificates
3. Experience Certificate(s).
4. Copy of relieving letter or acknowledgement of resignation letter from your last employer.
5. Last Salary Slip / Certificate / Contract.
6. Residence Proof.
7. Latest 3 Photograph (Passport Size)

HR Team will coordinate to complete various formalities on your joining. Upon submission of your Joining Report and Documents mentioned above, you will be issued a formal letter of Appointment explaining the terms & conditions which will be binding on both sides.

We look forward to getting your consent on this offer and invite you for a rewarding career!

Warm regards,

**Human Resources**  
**CarTrade Tech Limited**  
[www.carwale.com](http://www.carwale.com)

*"This is an electronically generated document. No signature is required."*

**CarTrade Tech Limited** (formerly known as MXC Solutions India Private Limited)

Reg. Off. & Corp. Off.: 12th Floor, Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705.

W: [cartradetech.com](http://cartradetech.com) | T: +91 22 6739 8888 | CIN: L74900MH2000PLC126237

APPOINTMENT LETTER

29<sup>th</sup> September 2023

**Ms. Anshula Raina,**  
Flat No 301, C Wing,  
Utsahi Maratha Mandal Chs Ltd,  
Mumbai – 400050.  
**Mob No:** 8899124900  
**Email ID** – anshularaina06@gmail.com

**Permanent Address:**  
Flat No 301, C Wing,  
Utsahi Maratha Mandal Chs Ltd,  
Mumbai – 400050.  
**Mob No:** 8899124900  
**Email ID** – anshularaina06@gmail.com

Dear **Anshula Raina,**

With reference to your **September 29th, 2023** and subsequent selection process, it has been decided to appoint you in the services of the Organization from **June 10th, 2024**. You will be designated as “**Associate – Document Writer**”. Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work. Your Team Head shall communicate details of your role and work responsibilities in the initial weeks of your engagement with the Organization.

Kindly read the enclosed Annexure- A, and Annexure-B which are part of this appointment letter and also note the following:

- a. While working at ARCON you shall be bound by the organizational policies and procedures governing the conduct of employees and other staff as amended and modified from time to time by the Organization.
- b. You shall be on probation for a period of six (6) months from your effective date of joining. The Organization may, at its sole discretion, extend the said probation period for such appropriate period as it deems fit after taking into consideration your performance during the said initial period of six months. Moreover, even after the expiry of your period of probation, you shall, nevertheless, remain under probation unless your services are confirmed and the same is communicated to you in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in clause 2 above. Notice period can neither be adjusted against balance leave of the employee. nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as laid down in clause 3 above .
- e. The Re-appointment shall, solely, be at the discretion of the Organization.

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303  
info@arconnet.com  
www.arconnet.com  
(CIN: U74999MH2009PTC190703)

Predict | Protect | Prevent



- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (g and h) below], by giving written notice of one month or one month's salary in lieu of the notice period.
- g. If you remain absent for eight consecutive days without permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned, your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment on your own accord and you will further be liable to give three month's salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanor which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

**You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you**

- 3 pass-port size photographs
- One photocopy of all certificates and mark sheets along with the originals for verification
- Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- One photocopy of passport
- One photocopy of driving license etc. for photo ID

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303  
info@arconnet.com  
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- One photocopy of telephone bill/ration card, etc. for proof of address
- Fitness Certificate

You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process you were advised that this position is considered “critical” and, therefore, your appointment is contingent upon successful completion of a background check. Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You shall be required to report for the duties at the earliest, but not later than **June 10th, 2024** or you are required to inform the HR at least fifteen (15 days) before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. Should you have any concerns or questions regarding this letter or any other terms of employment, you may contact HR- Co-ordinator: Madhura Pagar at +91 022 42215300 or [madhura.pagar@arconnet.com](mailto:madhura.pagar@arconnet.com)

Sincerely Yours,

For **ARCON Tech Solutions Private Limited**



**AUTHORIZED SIGNATORY**



Accepted: \_\_\_\_\_  
Signature: **(Ms. Anshula Raina)**

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## **ANNEXURE “A”**

### **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political 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.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

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8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.



Accepted: \_\_\_\_\_  
Signature: **(Ms. Anshula Raina)**

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### ANNEXURE "B"

Name		Ms. Anshula Raina	
Title of Appointment		Associate - Document Writer	
CTC		500000	
"Annexure - A"			
S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	18000	216000
2	HRA	9000	108000
3	**LTA	1499	17993
4	Bonus	1499	17993
5	Other Allowance	8532	102389
	TOTAL (A)	38531	462375
Statutory payments			
S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	***Gratuity		10385
	TOTAL (B)		31985
Other Benefits			
1	Health Insurance		5640
	TOTAL (C)		5640
TOTAL CTC (A)+(B)+(C)			500000
"Annexure - B"			
S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
TOTAL Deductions		2008	24100
	Net Take Home	36523	

\* Your Salary is Subject to statutory deductions as applicable law.

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**\*\*LTA Clause:**

(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

**\*\*\*Gratuity benefits will be paid as per applicable law**

Sincerely Yours,

For **ARCON Tech Solutions Private Limited**



**AUTHORIZED SIGNATORY**



Accepted: \_\_\_\_\_  
Signature: **(Ms. Anshula Raina)**

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Congratulations! You have been selected to be part of Accenture! Inbox x

**donotreply.indiacampus** donotreply@indiacampus.accenture.com via amazonses.com  
to me ▼

Sep 12, 2023, 6:45 PM ☆



**See you soon at Accenture!**

Dear Sankalp Meghashyam Rane,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

## **OFFER OF EMPLOYMENT**

Date: 16/05/2024

Dear Ruben Rodrigues,

On behalf of **DOLAT GROUP**, we are pleased to issue this “**Offer Letter**” for the position of Software Developer in our organization. We believe that you possess the skills and attributes that are necessary to excel in this role and hope you will make a valuable contribution to our organization. Your Employment with the company will be subject to your acceptance of this Offer letter and the terms and conditions set forth herein below:

### **1. Date of commencement:**

Effective from 20<sup>th</sup> June 2024, your full-time employment with us will officially begin. The offer stands cancelled in case of any discrepancies in the information provided or if you don't report to work on the date of commencement.

To

HSBC Technology India

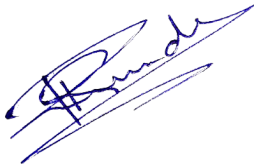
Through Placement Officer – Fr. Agnel's Fr. C Rodrigues College of Engineering

Sir / Madam

I, Ritika Milind Rumde from Computer Engineering, thank HSBC Technology India for providing me the opportunity to work with the esteemed organisation.

I have accepted the offer and will be joining HSBC Technology India as per the joining schedule provided by HSBC Technology India.

Thanks



Ritika Milind Rumde

Roll No: 9229

Branch: Computer Engineering - A.

Date: 2nd April 2024.

Dear Sarah Abraham,

At Capgemini, we work with the worlds leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of submitting the documents.

**Note:** The statement regarding Training Agreement in the Disclaimer at Offer Acceptance Stage is not applicable for the role you have been selected.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jun 19, 2024 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- 2 Government ID Proofs (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets (If applicable)
- Diploma Certificate (If applicable)
- Post-graduation Marksheets\* (If applicable)
- Post-graduation Certificate\* (If applicable)

**IMPORTANT:** It is mandate for the new joiners to have their E-Aadhaar Card available during the onboarding process. Please download your recent E-Aadhaar (not older than 6 months) from this link <https://myaadhaar.uidai.gov.in/genricDownloadAadhaar>.

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Markshees should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

University Relations and Hiring Team

[Go to Offer Page](#)



Stay Connected. Stay Updated.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235101036/Mumbai**  
**Date: 20/03/2024**

Mr. Omkar Sandip Satupe  
1 Trimurti Sadan , Varchi Pakhadi,  
Holy Cross Lane,  
Mumbai-400042,  
Maharashtra.  
Tel# -

Dear Omkar Sandip Satupe,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20235101036**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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





### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TCSL/DT20235101036**

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

5

217



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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**TCSL/DT20235101036**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

221



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

222



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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**TATA CONSULTANCY SERVICES**

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

11

223



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Omkar Sandip Satupe</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### 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 filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Hi Sir,

Hope you are doing well!

We are very delighted to inform you that **Hitesh Sharma** is selected for the role of Junior Software Engineer at Interactive Brokers.

Kindly refrain him from any further campus recruitment process.

Thanks & Regards,

---

**Deloitte Touche Tohmatsu India LLP**  
Mumbai - I-Think  
Lodha Amara IThink Tower  
Kolshet Road, Sandoz Baug, Thane  
400607  
Tel: 022- 68015000  
Fax: 02268015001  
[www.deloitte.com](http://www.deloitte.com)

**June 21, 2024**

**Mr ALSON BASIL TUSCANO**  
**Gass, Mothi Sargodi, Nallasopara West,**  
**Mumbai**  
**Maharashtra, 401203- India**

**Contact No.: 9766004878**

**Dear ALSON BASIL TUSCANO**

## **Placement as Intern**

With reference to your application for a project work assignment as a part of your graduation study, we are pleased to inform you that you are being allotted a project work assignment in the **SAP Department of Technology & Transformation** Function of our Organization in **Mumbai - I-Think** location from **July 1, 2024 to January 1, 2025** on the following terms and conditions:

1. You will be assigned a Manager under whose supervision you will work on the project assigned to you.
2. You will be paid a monthly stipend as described in Annexure A. Please note that the tax will be deducted on the stipend amount.
3. You shall complete your project in accordance with the requirements and guidance of the Manager of the Organization, and maintain qualitative standards as required.
4. Notwithstanding the fact that your engagement is internship, for your study purpose. It is expected of you to maintain the discipline, dignity, honor and goodwill of the Organization.
5. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of the Organization.
6. You will observe the rules & regulations and discipline of our office, and also maintain complete confidentiality and secrecy of the matters pertaining to our Office and/or any data that has been provided to you in the course of your project work. You will be permitted to attend any classes in the college at the discretion of the Manager, if so called for during the period of your project assignment.

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

7. On completion of your internship you will be required to submit to the talent team a copy of your project, which will be the sole property of the Organization.
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period; the Organization reserves the right to terminate this internship immediately without any notice.

**Accepted,**



**Authorised Signatory**  
**Badari Narayana**

\_\_\_\_\_  
(Please sign and date your acceptance)

**ALSON BASIL TUSCANO**

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Disclaimer: At Deloitte, ethics and integrity are fundamental and not negotiable. We do not charge any fee or seek any deposits, advance, or money from any career aspirant in relation to our recruitment process. We have not authorized any party or person to collect any money from career aspirants in any form whatsoever for promises of getting jobs in Deloitte or for being considered against roles in Deloitte. We follow a professional recruitment process, provide a fair opportunity to eligible applicants and consider candidates only on merit. No one other than an authorized official of Deloitte is permitted to offer or confirm any job offer from Deloitte. We advise career aspirants to exercise caution.

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ANNEXURE A

Name	ALSON TUSCANO								
Date Of Joining	July 1, 2024								
Function	Technology & Transformation								
Sub Service Area	SAP								
Designation	Intern								
Grade	Trainee								
<table><tr><td>Components</td><td>Paid Monthly</td></tr><tr><td>MONTHLY GROSS</td><td>₹15,000.00</td></tr><tr><td>Total</td><td>₹15,000.00</td></tr><tr><td colspan="2"></td></tr></table>		Components	Paid Monthly	MONTHLY GROSS	₹15,000.00	Total	₹15,000.00		
Components	Paid Monthly								
MONTHLY GROSS	₹15,000.00								
Total	₹15,000.00								

Accepted,



Authorised Signatory  
Badari Narayana

\_\_\_\_\_  
(Please sign and date your acceptance)

ALSON BASIL TUSCANO



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234939819/Mumbai**  
**Date: 20/03/2024**

Mr. Seon John Tuscano  
Jericho BunglowNandakhal,  
Satpala,  
Mumbai-401301,  
Maharashtra.  
Tel# -

Dear Seon John Tuscano,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5

242



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

246



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

247



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

248



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Seon John Tuscano</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: 25<sup>th</sup> August 2023

Dear Ryan Valiarambil,

Sub: Offer letter for joining Seclore Technology Pvt. Ltd.

We are pleased to inform you that you have been selected to join Seclore Technology Private Limited as a **Trainee – Product Engineer**. Your date of joining will be mutually discussed and agreed upon.

You will be under training and probation for a period of 6 months after which you may be confirmed based on your performance and conduct during this period.

Your total annual remuneration on Cost to Company basis will be **Rs. 12,00,000/- (Twelve lakhs only)** which includes **Rs. 2,00,000 (Two lakhs only) per year** as a retention bonus which will be paid on successful completion of **two years**.

The structure of your compensation package is flexible, and you can consult our payroll team to fix up the structure to suit your requirements and constraints, subject to statutory levies, taxes, rules, and guidelines as applicable.

Please note that this offer will be automatically withdrawn if you fail to join by the mutually agreed date without prior written approval from us.

Welcome aboard! We look forward for your contribution to the growth and success of Seclore Technology in the coming months and years!

For Seclore Technology Private Limited



**Shraddha Reghe**  
**Senior Director – People Practice**

Seclore Technology Pvt. Ltd.  
CIN:- U72200MH2003PTC139712

Corporate Office:  
Excom House, Second Floor, Plot no: 7 & 8  
Off. Saki Vihar Road, Sakinaka, Andheri (E)  
Mumbai - 400 072. India  
+91 22 6130 4200 | +91 22 6143 4800

www.seclore.com  
info@seclore.com



To,

**Name :** Aditya Kailash Vyas

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Aditya Kailash Vyas,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **Maximum Annual Total earning potential – INR 4,15,500/-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000/-**; payable upon successful completion of initial training as per company process. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235105496/Mumbai**  
**Date: 20/03/2024**

Mr. Shoydon Sudhir Alphonso  
3/37, RajvantiManickpur Church Road,  
Kumbharwada,  
Vasai-401202,  
Maharashtra.  
Tel# 91-9890706443

Dear Shoydon Sudhir Alphonso,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20235105496**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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



### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TCSL/DT20235105496**

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5

266



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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**9**

**270**



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

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**271**



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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

11

272



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Shoydon Sudhir Alphonso</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Applicant ID:** 7778011

**Name:** Ashwin Johnson

**Mobile No.:** 8369939182

**Email ID:** ashwinjenu2002@gmail.com

**College / University:** Fr. Conceicao Rodrigues College of Engineering

**Degree / Branch:** Bachelor of Engineering

Dear **Ashwin**,

It was great interacting with you during the campus interview process. We are pleased to let you know that you have cleared our selection process, accordingly we intent to offer you to be a part of the Zycus family.

Your intended designation would be **Trainee Software Engineer - Integration** at Grade **4A** and we intend to offer you an annual compensation of **INR 5,75,000**.

Please note that this is not a formal offer letter. We will issue a formal offer letter to you on the date of your joining and post successful completion of your final semester degree/diploma examination if any.

Further at the time of joining Zycus, you shall be required to complete the joining formalities, which includes acceptance of employment terms and conditions and other agreements.

**For Zycus Infotech Pvt. Ltd**

**Authorized Signatory**

**Sanju Laitonjam**  
**Associate Vice President - Talent Acquisition**

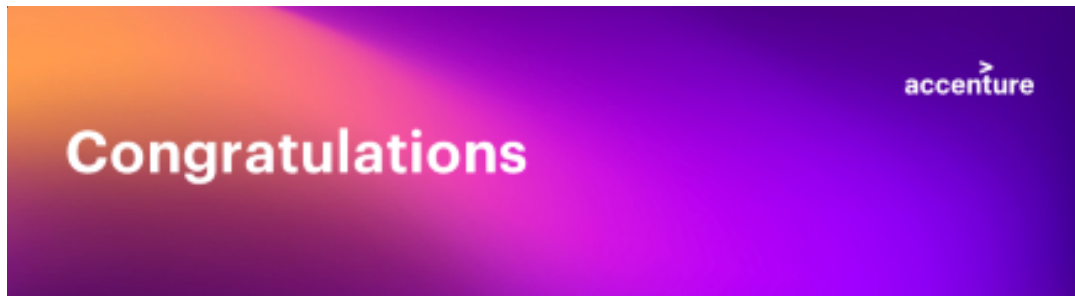
**Authorized Signatory**

**Darshit Mehta**

I hereby accept the Letter of Intent and the terms and conditions provided in this letter.

**Name:** Ashwin Johnson

**Date:**



06 March 2024

C06371430

Pooja Jaya Banjan

B-201, Chandresh Mandir, Lodha Complex, Mira Road (E)

Dear Pooja Jaya Banjan,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

#### **ANNEXURE AND TERMS OF EMPLOYMENT DETAILS**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 Remote working condition - Declaration
- Annexure 4 for declaration
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached 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 Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks,

1

Candidate's Signature:{{Sig\_es\_:signer1:signature}}

which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

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

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

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

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment 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. You may be required to submit additional documents which 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 revocation of this Offer/termination of employment.

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 are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or 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, 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. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Pooja, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Harsh Rajesh jain at <https://indiacampus.accenture.com/myzone/accenture/auth/login> should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C  
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig\_es\_:\_signer1:signature}}

Pooja Jaya Banjan

Date: {{Dte\_es\_:\_signer1:date}}



#### **ANNEXURE 1: COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential	8.5%
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary WFH Benefits/Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

#### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/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.

#### **VARIABLE BONUS**

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR**

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of <b>INR 7,50,000/-</b>	Company
Future Service Liability	Self	Up to <b>INR 20,00,000/-</b>	Company
Employee Deposit Linked Insurance (EDLI)	Self	<b>INR 7,05,000/-</b> (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

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

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

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

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

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

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

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

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

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

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

### **JOINING BONUS**

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

#### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

#### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### **GENERAL TAX**

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

## **ANNEXURE 2 : REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

### **ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION**

#### **NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

#### ***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location



#### **ANNEXURE 4 : DECLARATION**

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

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

I hereby represent and warrant that I shall not bring into company 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company 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 company. 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Pooja Jaya Banjan

Date: {{Dte\_es\_::signer1:date}}

#### **Disclaimer**

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234351118/Mumbai**  
**Date: 20/03/2024**

Mr. Enrique Crasto  
Flat 203, B/27, New Harsh Accord Shanti Park, Mira Road(E),  
Opp. Dynasty Building,  
Mumbai-401107,  
Maharashtra.  
Tel# 91-9820176061

Dear Enrique Crasto,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234351118**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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TCSL/CT20234351118

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

5

298





recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. TATA Code of Conduct

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

## 15. Notice Period

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

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

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

## 16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

302



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

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**303**





offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

304





(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Enrique Crasto</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# Congratulations! You have been selected to be part of Accenture!



Inbox



donotreply.indiacamp... 12 Sept

to me ▾



## See you soon at Accenture!

Dear Roland Dominic Dcruz,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section -







**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234668795/Mumbai**  
**Date: 20/03/2024**

Mr. Rance Charles Dmonte  
Salvation House, Medhe,  
Manvel Petrol Pump, Vatar,  
Virar-401301,  
Maharashtra.  
Tel# 91-9892222657

Dear Rance Charles Dmonte,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5

320



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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**9**

**324**



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

325



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

326



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Rance Charles Dmonte</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



SIPL / DIGIT / 1022

Personal &amp; Confidential

Date: 6<sup>th</sup> March 2024

Mr. Aryan Marcus Gonsalves  
Village Nirmal Vanda,  
Nirmal, Thane,  
Maharashtra - 401304

**Sub: Offer of Employment**

Dear Aryan,

With reference to your candidature, we are pleased to offer you the position of “**DGT-Software Engineer - Trainee**” with **Safran India Pvt. Ltd. – Digit**.

Your primary work location shall be **Mumbai**. However, based on the position's requirements; you may be required to work anywhere in India or abroad.

Your annual cost to the company will be **Rs. 450,000/- (Rupees Four Lakhs Fifty Thousand only)**. Your detailed salary structure is attached as per Annexure 1.

You are expected to join us by **3<sup>rd</sup> June, 2024** beyond which the employment offer stands cancelled. If you are given any specialized trainings as part of the job requirement, you are required to sign the training agreement for the stipulated time.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2. Please be aware that the documents submitted by you shall subject to the due background check and verification.

For the first two years from the date of joining you will be provided with on-the-job training, where you will trained to work and handle projects independently. On the date of joining, you are required to sign a training bond with the company for the first two years.

Please return the duplicate copy of this letter duly signed as a token of your acceptance. By accepting this offer letter you undertake to keep its details and all information shared by the Company with you as strictly confidential, which shall not be disclosed to any third party.

Yours sincerely,

For **SAFRAN INDIA PVT LTD**

Aju Varghese  
(Managing Director - Digit)

**Acknowledgement**

I, **Aryan Marcus Gonsalves** accept the offer of employment and agree to abide by the terms and conditions of my employment.

Signature

Date: 12-03-2024

**ANNEXURE 1**

**ENTITLEMENTS:** All entitlements listed below are initial entitlements. These are subject to any Company policy, procedure or guidelines that may be issued from time to time. All Compensation, incentives, perquisites and benefits including reimbursements are subject to Income Tax as per the provisions of the Income Tax Act, 1961, which may be applicable, including tax on perquisite.

<b>Safran India Private Limited - Digit</b>		
<b>Aryan Marcus Gonsalves</b>		
	<b>Per month</b>	<b>Per Year (INR)</b>
Compensation/ Basic	17,689	212,264
House Rent Allowance	8,844	106,132
Flexi Allowance	8,844	106,132
	35,377	424,528
Employer Contribution to PF		25,472
<b>Total Compensation</b>		<b>450,000</b>

1. Employee to provide breakdown of "Flexi Allowance" between LTA, Children Education Allowance, Telephone reimbursement, Food Coupons and balance will be taken as flexi allowance
2. LTA will be paid once in a year (one time in block of two years) as per IT Act

**RETIRALS****PROVIDENT FUND**

You will be required to subscribe to the Company's Provident fund scheme as applicable at present and as amended from time to time.

**GRATUITY**

Gratuity, as may be applicable to you, under law will be provided. You will be eligible for the Gratuity benefits from the date of joining with Safran Group.

**INSURANCE COVERAGE / ESI COVERAGE**

You will be covered under Company's Group Accidental Insurance & Hospitalisation Insurance as per Company's policy **OR** You will be covered under ESI benefit as per Company's policy (as applicable).

**ANNEXURE 1 FORMS AN INTEGRAL PART OF THE OFFER LETTER**



## ANNEXURE – 2

Below are the lists of documents to be submitted on the joining to facilitate joining, background verification/validation and appointment process at the **Safran India Pvt. Ltd. – Digit**.

S. No.	Particulars
(A)	<b>ONE PHOTOCOPY OF THE FOLLOWING DOCUMENTS:</b>
1	Copy of Aadhar card
2	Copy of PAN Card or Acknowledgement Slip of Form 49 (if applied)
3	Copy of full set of Offer Letter, self-attested on all pages
4	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> Standard or equivalent examination</li> <li>• 12<sup>th</sup> Standard or equivalent examination</li> <li>• Graduation</li> <li>• Post-graduation / Doctorate</li> <li>• Other relevant educational or skill certifications</li> </ul>
5	Resignation / Relieving Letter from last two employers
6	Experience Letters(s) from all your past employers including details of period of employment (if applicable)
7	Latest Pay-slip / Salary Certificate from the last two employers (if applicable)
8	Passport including non-blank pages
9	Permanent and current Residential Address proof (Aadhar / Ration Card / Voter ID Card / License Copy etc.
(C)	<b>THREE PASSPORT-SIZED PHOTOGRAPH AS PER SPECIFICATION</b>
10	Color Photographs with white background
(D)	<b>OTHER DETAILS REQUIRED</b>
11	Copy of UAN Card (if PF contributed in earlier employments)
12	New Joiner's family (Parents, Spouse, Children) details, including their DOB
13	Bank Account details (Copy of canceled cheque)

**Please remember to bring the original certificates / mark sheets / documents for all the above listed items, for verification at the time of joining.**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234907758/Mumbai**  
**Date: 20/03/2024**

Mr. Dillon George Gonsalves  
Patric SmrutiPapdy,  
Diwanwadi Cross,  
Mumbai-401207,  
Maharashtra.  
Tel# 91-8007622517

Dear Dillon George Gonsalves,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234907758**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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TCSL/DT20234907758

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TCSL/DT20234907758**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

5

344



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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





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

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

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

## **13. Terms and Conditions**

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

## **14. TATA Code of Conduct**

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

## **15. Notice Period**

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

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

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

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

349



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

350



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Dillon George Gonsalves</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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





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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234348971/Mumbai**  
**Date: 20/03/2024**

Mr. Nitesh Chhaibar Jaiswal  
Jay Shivaji Chawl No-02 Milind Nagar Datta Mandir Road,  
Vakola,  
Mumbai-400055,  
Maharashtra.  
Tel# -

Dear Nitesh Chhaibar Jaiswal,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234348971**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.





## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

**TCS Confidential**

**TCSL/CT20234348971**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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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365



#### **4. Working Hours**

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

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

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

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

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. 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.

## **12. Terms and Conditions**

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

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

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

## **14. Notice Period**

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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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

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

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

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

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.



## 19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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





\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

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

## **24. Data Privacy Clause:**

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





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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Nitesh Chhaibar Jaiswal</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Hi Sir,

Good Evening!

Thank you for Having us. It was a Great time.

Kindly find below the List of Final candidates whom we will like to proceed with for Offer.

Name	Status
Glen Rodrigues	Select
Glenn Eric Mendonca	Select
Omkar Anabathula	Select
Chinmay Kadam	Select



To,

**Name :** Neave Paul Kallivalappil

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Neave Paul Kallivalappil,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **Maximum Annual Total earning potential – INR 4,15,500/-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000/-**; payable upon successful completion of initial training as per company process. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”



Strictly Private & Confidential

Gladys Lobo

June 4, 2024

Dear Gladys,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an **"affiliate"** shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 26, 2024 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst with CIB IT Application Production Support Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
<b>Total Cost to Company</b>	<b>INR 600,058</b>

## **OFFER LETTER**

Date: 10th November 2023

### **ASHER LOPES**

**Sub:** Your appointment as a **Software Engineer** ("Offer Letter")

Dear **ASHER**,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **3<sup>rd</sup> June 2024** ("**Effective Date**").

### ***Roles and Functions***

You shall be appointed for the designation of **Software Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

### ***Remuneration and Variable Pay***

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a salary of **INR 750,000/- (Rupees Seven lacs fifty thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

### ***Probationary Period***

Your employment shall be subject to an initial probationary period of 3 (Three) month ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.

### ***Location***

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganapatrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

### ***Hours of Work and Leaves***

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

### ***Non-Compete and Non-Solicit***

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Confidentiality***

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Termination***

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

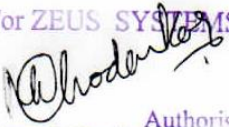

### ***Covenants and Warranties***

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.
- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
  - Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
  - Copy of relieving letter/ last drawn salary slip from your previous employers;
  - Copy of government identities; and


- 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,  
For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.  
  
  
**Minal Chodankar**  
**Director-Admin**

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.

  
-----  
**ASHER LOPES**  
**10th November 2023**



### **SCHEDULE 1**

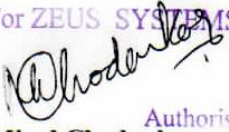
The Breakup of your compensation is as follows:

<b>Components of Salary</b>	<b>(Figures in INR/ per annum)</b>
Basic	219,624.00
HRA	131,772.00
Conveyance Allowance	19,200.00
Special Allowance	292,284.00
Company PF Contribution	29,424.00
<b>Total</b>	<b>692,304.00</b>
Annual Discretionary Bonus	57,696.00
<b>Gross Annual Compensation</b>	<b>750,000.00</b>

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**  
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.

  
Authorised Signatory  
**Minal Chodankar**  
Director-Admin

10th November 2023





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234350045/Mumbai**  
**Date: 20/03/2024**

Mr. Mohammad Ali Ahmad Malik  
202, C-11, Aditya Prasad Building, Sector-11 Shanti Nagar, Mira Road (E),  
Bharat Gas Agency,  
Thane-401107,  
Maharashtra.  
Tel# 91-9172533729

Dear Mohammad Ali Ahmad Malik,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234350045**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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.

## **OFFER LETTER**

Date: 10th November 2023

### **ROYSTON MASCARENHAS**

**Sub:** Your appointment as a **Software Engineer** (“Offer Letter”)

Dear **ROYSTON**,

We, **Zeus Systems Private Limited** (“Company”), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **3<sup>rd</sup> June 2024** (“Effective Date”).

### ***Roles and Functions***

You shall be appointed for the designation of **Software Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

### ***Remuneration and Variable Pay***

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a salary of **INR 750,000/- (Rupees Seven lacs fifty thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

### ***Probationary Period***

Your employment shall be subject to an initial probationary period of 3 (Three) month (“**Probationary Period**”). The Company may at its sole discretion extend or reduce this Probationary Period.

### ***Location***

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganapatrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

### ***Hours of Work and Leaves***

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

### ***Non-Compete and Non-Solicit***

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Confidentiality***

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Termination***

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

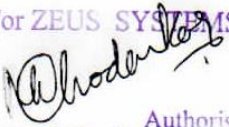

### ***Covenants and Warranties***

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.
- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
  - Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
  - Copy of relieving letter/ last drawn salary slip from your previous employers;
  - Copy of government identities; and

- 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,  
For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.  
  
  
**Minal Chodankar**  
**Director-Admin**

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.



-----  
**ROYSTON MASCARENHAS**  
**10th November 2023**

### **SCHEDULE 1**

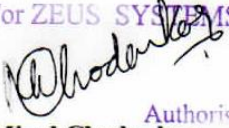
The Breakup of your compensation is as follows:

<b>Components of Salary</b>	<b>(Figures in INR/ per annum)</b>
Basic	219,624.00
HRA	131,772.00
Conveyance Allowance	19,200.00
Special Allowance	292,284.00
Company PF Contribution	29,424.00
<b>Total</b>	<b>692,304.00</b>
Annual Discretionary Bonus	57,696.00
<b>Gross Annual Compensation</b>	<b>750,000.00</b>

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**  
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.

  
Authorized Signatory

**Minal Chodankar**  
**Director-Admin**

10th November 2023

27<sup>th</sup> May 2024

To,  
Glenn Eric Mendonca,  
Fr. Conceicao Rodrigues College of Engineering (FRCRCE) – Mumbai

**Dear Glenn Eric Mendonca,**

Greetings from **Godrej Capital Limited!**

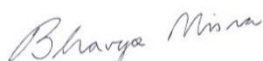
Congratulations! We are delighted to offer you the position of **SDE Trainee** at **Head Office (Mumbai)** location in our organization on the terms and conditions discussed with you at the time of the campus interview. Your date of joining us will be **08<sup>th</sup> July 2024**.

This offer is subject to you being found medically fit, clearing your Graduation course in the **first attempt** and verification of your credentials and documents.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better

**Thank you,**



**Bhavya Misra**  
**Chief Human Resources Officer**





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234350809/Mumbai**  
**Date: 20/03/2024**

Mr. Nigel Nester Misquitta  
2250Sandor,  
Bangli,  
Vasai-401201,  
Maharashtra.  
Tel# -

Dear Nigel Nester Misquitta,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234350809**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

TCS Confidential  
TCSL/CT20234350809

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

### **CITY ALLOWANCE**

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

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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

#### **2. Higher Hospitalisation**

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



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

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

### **Maternity Leave**

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

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

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

### **Loans**

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

### **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5

399



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary





increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. TATA Code of Conduct

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

## 15. Notice Period

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

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

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

## 16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

403



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

404



offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

405





(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Nigel Nester Misquitta</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

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

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Talent Acquisition - GBS India** <TA@in.tiaa.org>  
to Talent ▾

Jul 26, 2023, 10:06 PM

☆ ↩️ ⋮

Greeting from TIAA India

Congratulations on your selection in the PPO(Pre Placement Offer) process. We are delighted to offer you the position of Trainee with an anticipated start date in the month of Jul,2024.

As discussed today morning, we will be releasing the formal offer in the month of Jan/Feb 2024.

Offered Compensation will be 10.48 Lakhs.

We really enjoyed interacting with you and looking forward for your joining in Jul, 2024.

Wishing you all the best and be in touch !!!

Regards,

Talent Acquisition team

\*\*\*\*\*

This e-mail may contain confidential or privileged information.  
If you are not the intended recipient, please notify the sender immediately and then delete it.

TIAA

\*\*\*\*\*



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234329194/Mumbai**  
**Date: 20/03/2024**

Mr. Harsh Kishan Parmar  
B/81, GyaneshwariAarey Road, Peru Baugh,  
Goregaon(East),  
Mumbai-400063,  
Maharashtra.  
Tel# -

Dear Harsh Kishan Parmar,

**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 of employment.

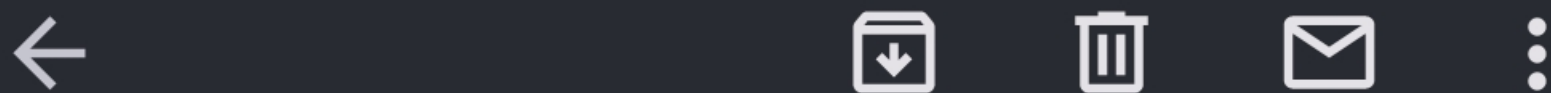
This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**.

Your gross salary including all benefits will be **₹9,00,010/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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 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.





donotreply.indiacamp... Sep 12

to me ▾



### See you soon at Accenture!

Dear Mehul Kamlesh Patel,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>

Your journey to the world of Accenture has just begun. See you soon!

Regards,  
Recruitment Team  
Accenture in India

Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.

Please be further informed that existence of an offer or offering any employment to a candidate shall be subject to business needs within Accenture or client requirements; mere clearance of any processes related to campus hiring does not by itself create an offer of employment for the candidate.



Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694

Tel +91-22-6687 2100  
+91-22-6687 2200

**Registered Office :**  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Date: 08<sup>th</sup> September 2023

To,  
Aaron Pereira,  
Shillpachaya , Ranshet Wadi  
Near Mercedes Church Vasai W 401201

**Sub: Letter of Engagement**

Dear Aaron,

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of "Trainee Software Developer" at Ingram Micro. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

Please sign a copy of this letter as your acceptance and return the same to us.

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

\_\_\_\_\_  
Irfan Baig  
Deputy General Manager - HR

Date:  
Name:  
Signature:

Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694  
**Registered Office :**  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Tel +91-22-6687 2100  
+91-22-6687 2200

### ANNEXURE A

Aaron Pereira		
Job Title	Trainee - Software Developer	
Components	Monthly Compensation	Annual Compensation
Basic	21,100	253,200
House Rent Allowance *	10,550	126,600
Personal Pay	10,158	121,896
LTA **	4,645	55,740
<b>Fixed Compensation ## (A)</b>	<b>46,453</b>	<b>557,436</b>
Employer Provident Fund Contribution	2,532	30,384
Gratuity#	1,015	12,180
<b>Total Retirals (B)</b>	<b>3,547</b>	<b>42,564</b>
<b>Total Compensation (TAC) / Cost to Company (CTC) - (A+B)</b>	<b>50,000</b>	<b>600,000</b>

Please note the below pointers:

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Tax exemption can be claimed for LTA twice in a block of 4 years. The current block is from Yr'22 to Yr'25

##Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Private Limited

*Irfan Baig*

Irfan Baig  
Deputy General Manager - HR

Date:  
Name:  
Signature:



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](http://www.capgemini.com/in-en)

**Superset ID: 4987564**

## **Letter of Intent ("LOI")**

June 12, 2024

Dear Ayukshi Sanjay Rane,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded 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.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. 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.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.

## ANNEXURE 1

Ayukshi Rane, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, 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 Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheetworks, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

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





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](http://www.capgemini.com/in-en)

**Superset ID: 4987564**

## **Letter of Intent ("LOI")**

June 12, 2024

Dear Ayukshi Sanjay Rane,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

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- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
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  - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

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1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

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We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

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**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

Ayukshi Rane, Analyst

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**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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## ANNEXURE 2

Documents for LOI acceptance

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4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234669128/Mumbai**  
**Date: 20/03/2024**

Mr. Savio Rodricks  
6/14, Peru Compound, Near Gas Co., Lalbaug, Mumbai - 400012,  
Lalbaug,  
Mumbai-400012,  
Maharashtra.  
Tel# -

Dear Savio Rodricks,

**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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**.

Your gross salary including all benefits will be **₹9,00,010/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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 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.

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**TCSL/DT20234669128**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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.

#### **House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** 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.

#### **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.

#### **Personal Allowance**

You will be eligible for a monthly personal allowance of INR **37,571/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **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 INR **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.





### **Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹5,600/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹4,000/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 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 INR **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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 INR **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.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

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## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act 1972 as applicable.

## **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. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may



afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to

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6

434



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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 connect remotely 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.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

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You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL

#### **14. Notice Period**

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.

#### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your





joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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9

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437



- \*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 photocopies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to

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10

438



fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and/or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Savio Rodricks</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Conceico Rodrigues College Of Engg.</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	46,821	5,61,852
<b>2) Performance Pay</b>		
Monthly Performance Pay	5,600	67,200
Quarterly Variable Allowance*	4,000	48,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>4) City Allowance</b>	400	4,800
<b>TOTAL GROSS</b>	<b>74,343</b>	<b>9,00,010</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	37,571	4,50,852
<b>GROSS BOUQUET OF BENEFITS</b>	<b>46,821</b>	<b>5,61,852</b>





## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# Offer Acceptance at Wissen.



Add label



Glen Rodrigues Jul 15

to tpo ^



From Glen Rodrigues • glenrodrigues1602@gmail.com

To tpo@fragnel.edu.in

Date Jul 15, 2023, 10:40 PM

[View security details](#)

I Thank M/s Wissen for giving me an opportunity to work with their esteemed organisation.  
I am accepting the offer.

With regards,  
Glen Rodrigues (9287)





Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694  
**Registered Office :**  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Tel +91-22-6687 2100  
+91-22-6687 2200

Date: 08<sup>th</sup> September 2023

To,  
Necia Rodrigues,  
Nirmal Rawar Near Asha Devi Mandir  
Nallasopara west 401304

**Sub: Letter of Engagement**

Dear Necia,

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

Please sign a copy of this letter as your acceptance and return the same to us.

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:





## See you soon at Accenture!

Dear Sebastina Eliza,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

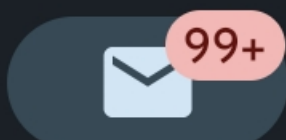
Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>

Your journey to the world of Accenture has just begun. See you soon!

Regards,  
Recruitment Team  
Accenture in India

Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.

Please be further informed that existence of an offer or offering any employment to a candidate shall be subject to business needs within Accenture or client requirements; mere clearance of any processes related to campus hiring does not by itself create an offer of employment for the candidate.



**Strictly Private & Confidential****Sahil Shaikh****May 7, 2024****Dear Sahil,****Employment Agreement ("Agreement")**

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

**1. Commencement Date & Location**

- 1.1.** Your employment will commence on **June 12, 2024 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2.** Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

**2. Position**

You will be employed on a full time basis as **Associate Software Engineer** with **Global Markets IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

**3. Remuneration**

- 3.1** Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
<b>Total Cost to Company</b>	<b>INR 600,058</b>



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

#### **4. Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

#### **5. Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.

**6. Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

**7. Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

**8. Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

**9. Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

**"Confidential information"** means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.





- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

## **10. Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
  - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

## **11. Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.

11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

**12. Garden Leave/Administrative Leave**

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

**13. Other Conditions**

13.1 You acknowledge and agree that during your employment with BNPP:

- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
- (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
- (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
- (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
- (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.

13.2 You further acknowledge and agree that during your employment with BNPP:

- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
- (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.

13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.

13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

**14. Data Privacy**

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

**15. Third Party Rights**

No one other than a party to this Agreement shall have any right to enforce any of its terms.

**16. Entire Agreement**

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

**17. Governing Law and Jurisdiction**

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,  
For and on behalf of  
BNP Paribas India Solutions Pvt. Ltd.

**Authorized Signatory 1**

**Authorized Signatory 2**

---

I have read and agree to the terms and conditions of this Agreement.

.....  
**Sahil Shaikh**





APPOINTMENT LETTER

September 22, 2023

**Ms. Akshita Sharma**

Flat No 301, 3<sup>rd</sup> Floor,  
Shri Sai Laxmi Bldg, Dadar (W),  
Mumbai - 400028

**Mobile No:** 9029257399

**Email ID –** akshita06dec2001@gmail.com

**Permanent Address:**

Flat No 301, 3<sup>rd</sup> Floor,  
Shri Sai Laxmi Bldg, Dadar (W),  
Mumbai - 400028

**Mobile No:** 9029257399

**Email ID –** akshita06dec2001@gmail.com

Dear Akshita Sharma,

With reference to your application, **September 22, 2023**, and subsequent selection process, it has been decided to appoint you in the services of the Organization from **June 10, 2024**. You will be designated as “**Associate - Application Support**.” Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining the employer.

Kindly read the enclosed **Annexure- A**, which is a part of this appointment letter and note the following:

- a. While working at **ARCON Tech Solutions Private Limited**, you are subject to organizational policies and procedures governing the conduct of employees.
- b. You will be on probation for a period of 6(six) months from your effective date of joining and depending on your satisfactory performance during the probation period is subject to extension at the sole discretion of the firm. Even after expiry of the period of probation indicated in the said clause, you shall remain under probation unless your services are confirmed in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in the above clause. Notice period can neither be adjusted against balance leave of the employee. Nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as per the Organization's policy.
- e. Your appointment, if applicable, shall, solely, be at the discretion of the Organization.

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[info@arconnet.com](mailto:info@arconnet.com)

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- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (10) below], by giving written notice of one month or one month's salary in lieu of the notice period.
- g. If you remain absent for eight consecutive days without permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment up your own accord and you will further be liable to give three month's salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanour which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you

- a. 3 pass-port size photographs
- b. One photocopy of all certificates and mark sheets along with the originals for verification
- c. Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- d. Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- e. One photocopy of passport/driving license etc. for photo ID
- f. One photocopy of telephone bill/ration card, etc. for proof of address

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g. Fitness Certificate

You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check.

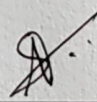
Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You will be required to report for duties at the earliest, but not later than **June 10, 2024**, or you are required to inform the HR at least one day before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. If you have any questions please contact HR –coordinator: Madhura Pagar at +91 022 42215300 or madhura.pagar@arconnet.com.

Sincerely Yours,  
For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted:   
Signature (**Ms. Akshita Sharma**)

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**ANNEXURE "A"**  
**OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political 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.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non-Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

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8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments, and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.

Accepted: \_\_\_\_\_

Signature (**Ms. Akshita Sharma**)

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## ANNEXURE B

Name	Ms. Akshita Sharma
Title of Appointment	Associate – Application Support
CTC *	500000

### "Annexure - A"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	16667	200000
2	HRA	8333	100000
3	LTA **	1388	16660
4	Bonus	1388	16660
5	Other Allowance	10819	129825
	<b>TOTAL (A)</b>	<b>38595</b>	<b>463145</b>

### Statutory payments

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	Gratuity ***		9615
	<b>TOTAL (B)</b>		<b>31215</b>

### Other Benefits

1	Health Insurance		5640
	<b>TOTAL (C)</b>		<b>5640</b>

**TOTAL CTC (A)+(B)+(C) 500000**

### "Annexure - B"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
	<b>TOTAL Deductions</b>	<b>2008</b>	<b>24100</b>
	<b>Net Take Home</b>	<b>36587</b>	

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**Note:**

\* Your Salary is Subject to statutory deductions as per applicable law.

**\*\* LTA Clause:**


(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

\*\*\* Gratuity benefits will be paid as per applicable law.

Sincerely Yours,  
For ARCON Tech Solutions Private Limited

**AUTHORIZED SIGNATORY**

Accepted:   
Signature (**Ms. Akshita Sharma**)

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**This is to reiterate that the selected candidates will be offered any role (Application Development, Application Support & Testing) and may be expected to work in Shift as per role requirement.**

**For selected candidates :- Please share clear and uncut soft copy of the following documents by 10th Nov:-**

- 1.) Pan Card (Mandatory). If the candidate does not have pan card then Pan Application is mandatory. (Format- PDF, JPEG, JPG). Minor PAN Cards and Aadhar Cards are not acceptable.
- 2.) Passport First & Last Page (if the candidate possesses) (Format- PDF)
- 3.) Updated Resume- with all correct information (Format- PDF or word)

Institute Name	Name (Invited)	Mobile No.	Email id (Invited)
Fr. Agnels	Alton Russel Dsilva	9822636634	<a href="mailto:crce.9192.cs@gmail.com">crce.9192.cs@gmail.com</a>
Fr. Agnels	Krishna Vora	9152095257	<a href="mailto:crce.9301.cs@gmail.com">crce.9301.cs@gmail.com</a>
Fr. Agnels	Edryn Shajan Eazhakadan	9136516262	<a href="mailto:edryneshajan8@gmail.com">edryneshajan8@gmail.com</a>
Fr. Agnels	Gladys Lobo	9168255233	<a href="mailto:crce.9267.cs@gmail.com">crce.9267.cs@gmail.com</a>
Fr. Agnels	Christina Maria Tomy	9167593083	<a href="mailto:christinamariatomy@gmail.com">christinamariatomy@gmail.com</a>

← Selects



September 26, 2023

To,

**Krishna Vora,**

Subject: Offer as Trainee Software Developer

**Dear Krishna,**

We are very pleased with your interview, and we would like to offer you the post of Trainee Software Developer in our company. This would also include training for a period of 3-4 months. Your stipend would be Rs. 8,000 per month during your training period.

After your training is completed and based on your performance during the training period, you will be eligible for the post of Junior Software developer. The CTC will be determined at the end of your training period. Your CTC will be between Rs.3.5 LPA to Rs.5.0 LPA based on your performance during the training period.

The details of the engagement will be elaborated in a formal appointment letter that will be issued by our organization on your date of joining.

We are excited to have you in our organization and look forward to a mutually rewarding and enriching association.

As agreed during our discussions your joining date shall be **June 2024**.

A handwritten signature in blue ink that reads 'Pushpa Roy' with a stylized flourish at the end.

Regards,

Pushpa Roy  
HR  
Systemenics Systems

**Systemenics Systems**

Unit F18, The Affaires, Plot No - 9, Sector - 17, Sanpada, Navi Mumbai - 400705, India.  
Tele: +91-22-27810808. Email: [info@systemenics.com](mailto:info@systemenics.com). GSTIN: 27AELFS2160N1ZJ



To,

**Name :** Mahek Rajesh Intwala

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Mahek Rajesh Intwala,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

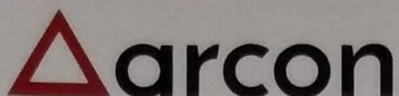
#### **Annexure A**

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **Maximum Annual Total earning potential – INR 4,15,500/-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000/-**; payable upon successful completion of initial training as per company process. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”



APPOINTMENT LETTER

September 22, 2023

**Mr. Atharva Prashant Pawar**

Flat No 1807, Building No 6,  
Near Century Bazar, Prabhadevi,  
Mumbai - 400025

**Mobile No:** 8169239027

**Email ID** – crce.9427.cs@gmail.com

**Permanent Address:**

Flat No 1807, Building No 6,  
Near Century Bazar, Prabhadevi,  
Mumbai - 400025

**Mobile No:** 8169239027

**Email ID** – crce.9427.cs@gmail.com

**Dear Atharva Prashant Pawar,**

With reference to your application, **September 22, 2023**, and subsequent selection process, it has been decided to appoint you in the services of the Organization from **June 10, 2024**. You will be designated as "**IOT Developer**." Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining the employer.

Kindly read the enclosed **Annexure- A**, which is a part of this appointment letter and note the following:

- a. While working at **ARCON Tech Solutions Private Limited**, you are subject to organizational policies and procedures governing the conduct of employees.
- b. You will be on probation for a period of 6(six) months from your effective date of joining and depending on your satisfactory performance during the probation period is subject to extension at the sole discretion of the firm. Even after expiry of the period of probation indicated in the said clause, you shall remain under probation unless your services are confirmed in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in the above clause. Notice period can neither be adjusted against balance leave of the employee. Nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as per the Organization's policy.
- e. Your appointment, if applicable, shall, solely, be at the discretion of the Organization.
- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (10) below], by giving written notice of one month or one month's salary in lieu of the notice period.

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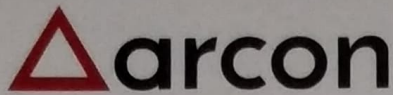
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- g. If you remain absent for eight consecutive days without permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment up your own accord and you will further be liable to give three months' salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanor which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you

- a. 3 pass-port size photographs
- b. One photocopy of all certificates and mark sheets along with the originals for verification
- c. Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- d. Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- e. One photocopy of passport/driving license etc. for photo ID
- f. One photocopy of telephone bill/ration card, etc. for proof of address
- g. Fitness Certificate

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You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check.

Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You will be required to report for duties at the earliest, but not later than **June 10, 2024**, or you are required to inform the HR at least one day before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. If you have any questions please contact HR –coordinator: Madhura Pagar at +91 022 42215300 or [madhura.pagar@arconnet.com](mailto:madhura.pagar@arconnet.com).

Sincerely Yours,  
For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

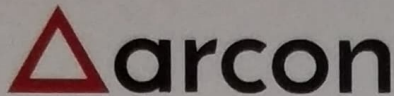
Accepted: \_\_\_\_\_  
Signature (**Mr. Atharva Pawar**)

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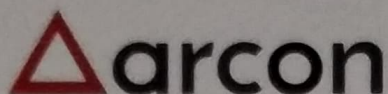
**ANNEXURE "A"**  
**OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political 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.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non-Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303  
[info@arconnet.com](mailto:info@arconnet.com)  
[www.arconnet.com](http://www.arconnet.com)  
(CIN: U74999MH2009PTC190703)

Predict | Protect | Prevent



8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments, and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.

Accepted: \_\_\_\_\_

Signature (Mr. Atharva Pawar)

ARCON Technologies Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303

[info@arconnet.com](mailto:info@arconnet.com)

[www.arconnet.com](http://www.arconnet.com)

(CIN: U74999MH2009PTC190703)

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**ANNEXURE B**

Name	Mr. Atharva Prashant Pawar
Title of Appointment	IOT Developer
CTC *	500000

**"Annexure - A"**

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	16667	200000
2	HRA	8333	100000
3	LTA **	1388	16660
4	Bonus	1388	16660
5	Other Allowance	10819	129825
	<b>TOTAL (A)</b>	<b>38595</b>	<b>463145</b>

**Statutory payments**

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	Gratuity ***		9615
	<b>TOTAL (B)</b>		<b>31215</b>

**Other Benefits**

1	Health Insurance		5640
	<b>TOTAL (C)</b>		<b>5640</b>
<b>TOTAL CTC (A)+(B)+(C)</b>			<b>500000</b>

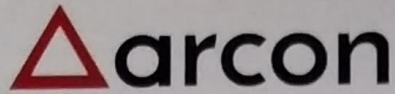
**"Annexure - B"**

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
	<b>TOTAL Deductions</b>	<b>2008</b>	<b>24100</b>
	<b>Net Take Home</b>	<b>36587</b>	

ARCON Techsolutions Pvt. Ltd.  
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Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
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(CIN: U74999MH2009PTC190703)

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**Note:**

\* Your Salary is Subject to statutory deductions as per applicable law.

**\*\* LTA Clause:**

(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

\*\*\* Gratuity benefits will be paid as per applicable law.

Sincerely Yours,

For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted: \_\_\_\_\_

Signature (**Mr. Atharva Pawar**)

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303  
[info@arconnet.com](mailto:info@arconnet.com)  
[www.arconnet.com](http://www.arconnet.com)  
(CIN: U74999MH2009PTC190703)

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2024-25-5010356-1

May 10, 2024

Mr. Ajay Subramaniam Iyer

B-3,Vishaka,Shrusti,Sector-5 Near Apna Bazaar

Mira Road East Thane Thane

Thane

Maharashtra 401107

## **Offer Letter**

Dear Ajay,

Congratulations! It is our pleasure to offer you employment with American Express Banking Corporation in the position of Business Analyst.

Your Annual CTC will be **385,200 (Rupees Three Lakh Eighty Five Thousand Two Hundred Only)**. Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on May 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your May 10, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of American Express in the role of Business Analyst .

Sincerely,

For American Express Banking Corporation

A handwritten signature in blue ink, appearing to read "Harneet Singh", with a horizontal line drawn underneath it.

Authorized Signatory

**CTC Breakup**

<b>Components</b>	<b>In INR</b>
Basic Salary	19526
House Rent Allowance	8715
<b>Gross Salary (P.M.)</b>	<b>28241</b>
Employer Provident Fund	1888
Labour Welfare Fund	62
Gratuity	699
Statutory Bonus	1210
<b>Total Retirals</b>	<b>3859</b>
<b>Monthly CTC</b>	<b>32100</b>
<b>Annual CTC</b>	<b>385,200</b>
<b>Gross Annual CTC</b>	<b>385,200</b>
1. All Reimbursement will be paid as per prevailing IT rules and company policies in effect from time to time.	
2. The above compensation will be subject to Income Tax regulations in force from time to time.	
3. The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax and LWF.	
4. Gratuity to be payable as per the payment of Gratuity Act.	

**Monthly Take Home Breakup**

<b>Components</b>	<b>In INR</b>
Basic Salary	19526
House Rent Allowance	8715
<b>Gross Salary (P.M.)</b>	<b>28241</b>
Employee Provident Fund	1743
Employee Labour Welfare Fund	31
<b>Total Deductions</b>	<b>1774</b>
Statutory Bonus	1210
<b>Monthly Take Home</b>	<b>27678</b>



February 20, 2024

To,  
Mr. Akash Agre  
B18 Room No. 2, New Airport Colony,  
Parsiwada, Sahar Road,  
Andheri (E), Mumbai 400 099

Akash,

**Subject:** Offer of a full-time position with Argon Supply Chain Consulting Private Limited

We are pleased to offer you the position of an **Analyst** with Argon Supply Chain Consulting Pvt. Ltd. with effect from on or before 1<sup>st</sup> July 2024 (Monday). You would be a full-time employee hired at the Mumbai office.

You are being offered a CTC remuneration of Rs. 4.0 Lakhs per annum.


S. No.	Head	Amount in Rs.
1	Annual Salary	INR 3,40,000/-
2	Bonus that the employee is entitled to on completion of one year after joining the company	INR 60,000/-
	<b>TOTAL</b>	<b>INR 4,00,000/-</b>

Please respond to this offer by countersigning this letter and returning it to us. Please feel free to contact us at [careers@argonandco.com](mailto:careers@argonandco.com) or call on +91 22 2832 2676 in case of any questions.

Sincerely,



Ravikant Parvataneni  
CEO – Argon & Co India

I accept the offer from  
Argon & Co India  
  
Mr. Akash Agre  
Date: 20/02/2024



# SEPIO SOLUTIONS PRIVATE LIMITED

Reg. Office – 2<sup>nd</sup> Floor, Unit No-201, Plot No-48, Prathna Samaj Road, Hnuman Road, W.E.H. Vile Parle East, Mumbai - 400057  
Website : [www.sepioproducts.com](http://www.sepioproducts.com), CIN No.: U74999MH2016PTC286961, Tel: 8097436661/8097436662

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## OFFER LETTER

25<sup>th</sup> July 2024

**Ms. Anika Makhija**  
**D2-01 Sukhshanti CHS.**  
**Sector – 10, Opp. To Dav**  
**Public School Ground, Airoli**  
**Navi Mumbai, Thane, 400708**

**Dear Anika,**

We are pleased to offer you employment with Sepio Solutions Pvt. Ltd (the Company) according to the following terms and conditions.

### **1. POSITION**

You will be joining the team at **Sepio Solutions Pvt. Ltd as "Intern"** at Vile Parle office. Your internship period will be 6 months. Starting 1<sup>st</sup> July'2024

### **2. LOCATION**

Your location of work would be Vile Parle, Maharashtra office. You are liable to be transferred from one place to another anywhere in India and/or from one department to another and/or from one establishment to another, whether existing or which may be set up in future in accordance with rules subject to the condition that your status and emoluments will not be adversely affected. You may also be seconded, deputed or transferred to any other company associated to the Company whether in India or abroad.

### **3. COMMENCEMENT**

The commencement date will be **on 1<sup>st</sup> July, 2024** please indicate your acceptance to the offer by signing and returning a copy of this offer letter to us within seven days. Failing which, the offer contained in this letter shall stand withdrawn.

### **4. REMUNERATION**

As a part of your compensation package, you will receive a monthly **stipend of Rs.20,000/- PM** Without prejudice to any other rights of the Company under law or contract, deductions may be made from your remuneration package which shall be governed by the rules and regulations of the Company. Any taxation arising from your employment will be your sole responsibility.



Factory Address – Old S. No. 11/1/1/2, New Survey No- 303, Plot No 02, Village - Dahad, Tal- Umbergaon, Dist -Valsad, Pin – 396171

## **5. CONFIDENTIALITY**

You shall not disclose any technical data, know-how or special information which comes into your possession or knowledge, whether directly or incidentally during the course of your employment with the Company and the same shall be kept in strict confidence by you solely for the use of the Company during the course of your employment. After you leave the employment of the Company or your services are terminated for any reason whatsoever, you shall not put such technical data, know-how or special information to any commercial use, whether by yourself or on behalf of any other person or body corporate. For the purpose of ensuring compliance with the provisions of this clause and / or for better defining the scope thereof, the company may require you to enter into non-disclosure agreements from time to time. These agreements would typically be required to be entered into whenever the company gives you a new assignment. You agree to enter into such agreements (NDA) at the relevant times and it is agreed that such agreements, as and when they are entered into, would be deemed to form part of this contract.

## **6. ADDITIONAL CLAUSE**

You will not participate, assist or otherwise be concerned, directly or indirectly, and in any capacity with any competitor or in any business which is similar to or competitive with the Company's business for a period of 24 months (twenty-four months) after relinquishing your services/ termination of your services from the Company.

## **7. TERMINATION**

- a) Upon the occurrence of the following events the Company may, unilaterally and forthwith, terminate your employment under this Appointment Letter provided that the Company shall pay all your legal dues as are due and accrued to you on the date of such termination:
- i. dereliction or gross negligence in the performance of duties by you; or
  - ii. material or continued breach by you of any of the terms of this Appointment Letter; or
  - iii. material or continued breach by you of any of the policies of the Company for the time being in force and as may be amended from time to time; or
  - iv. failure to comply with the directions given to you by persons so authorized; or
  - v. any conduct which in the opinion of the Company is prejudicial to the interest of the Company or to the interests of its clients; or vi. any acts or omissions on your part which are unethical, fraudulent, unlawful and/ or corrupt; or
  - vii. misuse or misappropriation by you of the Company's property and/ or any of its subsidiaries and/ or affiliates and/or group companies and/or clients; or you being convicted for any offence involving moral turpitude, or for any material offence which is likely, in the Company's reasonable view, to cause embarrassment and disrepute to the Company.
- b) The Company shall have the right to terminate your employment at any time by giving you prior written notice of One (1) month ("Company Notice Period") declaring its intention of terminating the employment under this Agreement or by paying salary in lieu of the Company Notice Period. The Company Notice Period will not be applicable if the Target Bonus as per Clause 4 is not achieved.
- c) Upon the termination of your employment with the Company, howsoever arising, you shall:
- i. forthwith handover, deliver to the Company, any equipment or material including correspondence, lists of clients, documents, disks or computer programs or any other printed or reproduced material made or complied by or delivered to you during your appointment or which may have come in your possession as a result of the implementation of this Appointment Letter and concerning the business, finances or affairs of the Company, its subsidiary and associated companies and partnerships and the clients of the same;
  - ii. not retain any copies or extracts of the documents, whether in digital, printed, electronic or in any other form, containing any data, confidential information, any information and/or documents, reports pertaining to the services rendered by you nor shall you make use



thereafter of any confidential information, knowledge or process or technical information acquired by you while rendering your services to the Company; and

comply with the obligations set out by the Company which includes handover of job/role related responsibilities to such person(s) nominated by the Company on your behalf and deliver all the Company's properties in your possession, custody or under your control, including without prejudice to the generality of the foregoing all documents, data, programs, charts, drawings, specifications, notes, correspondence, working paper files, assignment related commitments and other documents of whatever nature whether in hard and/or soft form and objects, articles, properties provided by the Company and/or its clients to you.

## **8. RULES AND REGULATIONS**

You will be governed and agree to be bound by the Company's Rules and Regulations, which are in force and as may be amended from time to time and such new policies as are issued from time to time. You will be informed electronically of such amendment to the existing policies or issuance of new policies.

## **9. OUTSIDE WORK**

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. Further, you shall not, during your employment with the Company, either personally or through an agent, or otherwise, in any other manner, directly or indirectly enter the employment of, consult for, be engaged by, or render any services to any Competing Business. For the purpose of the provisions of this Appointment Letter, Competing Business shall mean, with respect to you, to start, participate, promote, undertake, partner, operate, acquire/hold a stake in, or be associated with and/ or concerned in any way, whether directly and/ or indirectly, in a business, firm, company or person in India which competes with the business and/ or provides services similar to those being provided by the Company.

## **10. INTELLECTUAL PROPERTY RIGHTS**

You agree to promptly and fully inform and disclose to the Company all inventions, designs, ideas, improvements and discoveries, whether or not completed, that you, working by yourself or with others, made, created, conceived or found during the term of this contract whether or not conceived during regular working hours or at the Company's premises. You agree and acknowledge that the Company is the sole owner of inventions, designs, ideas, improvements and discoveries described under this clause and all applications or requests for patents, trademarks, copy rights or other such protection will be made only in the Company's name. In addition, you agree to assist the Company in obtaining patents or such other protections on all inventions, designs, ideas, rights or other trade protection that may be available to the Company. You agree

to execute all documents and do all things necessary to obtain inventions, designs, ideas, improvements and discoveries.

The ownership in all the Company's Intellectual Property Rights provided by the Company to you and/or made available from the Company during the course of your employment with the Company and/or Intellectual Property Rights including Business concepts/ideas, software, applications, modifications and/or improvements to existing software, processes, inventions developed and/or generated by you during performance of your services shall solely and legally vest and shall always solely and legally be vested in the Company and you undertake that you shall also perform all acts, including execution of any documents and assistance in legal proceedings that are necessary to establish or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country.

Further, you acknowledge that you do not have, and shall not acquire by virtue of your employment with the Company, any rights, title and interest in and to Intellectual Property Rights and confidential information vested in the Company. You agree to do nothing by act and/or omission, which would impair and/ or adversely affect the Company's rights, ownership and title in its Intellectual Property Rights.

For the purpose of this Paragraph 13, "Intellectual Property Rights" shall mean all rights and interests, vested and/or arising out of any industrial and/or intellectual property, whether protected at common



law and/or under statute, which includes (without limitation) any rights and interests in inventions, patents, copyrights, designs, trademarks, service marks, tradenames, know-how, business names, logos, processes, developments, licenses, trade secrets, goodwill, patterns, drawings, computer software, technical information, research data, concepts, methods, procedures, designs and any other knowledge of any nature whatsoever throughout the world, and including all applications made for the aforesaid, rights to apply in future and any amendments/modifications, renewals thereto and all other intellectual property rights whether available at this time and/or in future to the Company including any intellectual property rights created and/or generated during the term of the appointment.

You represent and warrant that you have not violated the Intellectual Property Rights of any person/company/firm and undertake and covenant that you shall not violate the intellectual property rights of any person including that of the Company.

## **11. ASSIGNMENT**

Without prejudice to the provision of Paragraph 13, you hereby unequivocally and irrevocably assign to the Company (throughout India and in all other parts of the world), in perpetuity total, absolute, unfettered and unrestricted title and rights in the Intellectual Property Rights which may be provided, processed, treated, worked on by you in respect of the services which shall be provided by you to the Company and hereby undertakes that it shall also perform all acts, including execution of any documents that may be required by the Company to file, register such Intellectual Property Rights in the Company's name and provide assistance in legal proceedings that are necessary to establish and/or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country. This assignment shall survive the termination or cancellation of your employment regardless of the method or manner in which it was terminated or cancelled.

## **12. NOTICES**

All notices, requests, representations and other communications hereunder shall be made by you in writing to the Company and all notices, requests and other communications by the Company to you shall be deemed to have been duly given if they are delivered personally to the Employee by facsimile transmission or mail (first class postage prepaid) or by electronic mail at the following addresses or facsimile numbers: If to the Company:

**Attention:** Sepio Products Pvt. Ltd

**Address:** Old, No. 11/1/1/2, New Survey No.-303. Plot No. 2, Near Jaydeep Tubes, Vill- Dahad, Tal-Umbergon, Dist- Valsad Pin - 396171.

**Tele No:** +91 8657910499

Along with a copy by email to: [sepioproductshr@sepiosolutions.com](mailto:sepioproductshr@sepiosolutions.com)

If to you:

**Attention:** Ms. Anika Makhija

**Address:** D2-01, Sukhshanti CHS, Sector-10, Opp to Dav Public School Ground, Airoli, Navi Mumbai, Thane 400708 **Contact No:** 9326830055

**Email:** anikamakhija13@gmail.com

Any change in your address of the Company shall be notified to the other Party in the same manner mentioned hereinabove.

## **13. INDEMNITY**

You irrevocably, unconditionally and absolutely agree to indemnify defend and hold harmless the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents, promptly upon demand at any time and from time to time, against any loss, claims, damages (whether direct, indirect, general or special), costs (including reasonable attorney fees), actions, proceedings, etc., caused to or made against or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents directly or indirectly by reason of or in connection with any breach of any covenants or undertakings contained herein or on the occurrence of any of the events set out in Paragraph 8 of this Appointment Letter. You are aware that





any breach of the provisions of this Appointment Letter by you may expose the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents to claims, actions, and proceedings by a third party to whom the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents may have an obligation of confidentiality and you confirm that the indemnity contained herein shall extend also to any claims, actions, and proceedings by a third party and any costs, charges, expenses and damages caused to or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents on account thereof, whether or not you were aware of such obligation of the Company to such collaborator or third party.

#### **14. GOVERNING LAW AND DISPUTE RESOLUTION**

This Appointment Letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce the provisions of this Appointment Letter, the courts of Mumbai shall have exclusive jurisdiction to resolve any dispute arising out of or in connection with this Appointment Letter.

Any dispute arising out of this Appointment Letter shall be referred to binding arbitration. Such arbitration shall be conducted by a sole arbitrator who shall be a former Judge of the Bombay High Court to be jointly appointed by both the parties. The arbitration proceedings shall be conducted in English language and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The seat and place of arbitration shall be Mumbai.

#### **15. MISCELLANEOUS**

##### **Entire Understanding**

- a) This Appointment Letter shall be read along with and be supplemental to the terms of the HR Policy Manual and the Company's code of conduct, as amended from time to time. To the extent of any inconsistency between this Appointment Letter and the HR Policy Manual and the Company's code of conduct, the provisions of this Appointment Letter shall prevail in respect of the subject matter of this Appointment Letter.
- b) Save as aforesaid and except as otherwise agreed among the Parties in writing, this Appointment Letter and the NDA constitutes the entire agreement of the Parties in respect of the subject matter hereof and thereof and shall supersede any previous understanding or agreement on such subject matter.
- c) You shall always have your postal address or communication address kept with the Company with all its changes immediately as and when they may occur including at the time when you proceed on leave. All communications sent by the Company at such address shall be deemed to have been communicated to you. The Company may also paste any such communication on the notice board of the Company's office/establishment where you are for the time being posted and the same shall be deemed to be service on you.
- d) You shall retire automatically on completion of the age of 58 years, unless the Company in its discretion decides to give you an extension. If such an extension is given, you will automatically retire on completion of the extended period. You are required to state your date of birth in your application at the time of employment which you will not be allowed to question thereafter. However, the Company reserves its right to call for any documentary or other proof, if it has doubt that you have not correctly declared your age at the time of employment. However, in case disciplinary proceedings are contemplated against you, you may not be allowed to retire from the services of the Company till the completion of the disciplinary proceedings. In case you are found guilty, the Company shall have the right not to allow you to retire from service, but to inflict punishment for misconduct.
- e) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Mumbai Courts only.
- f) You will not at any time during the term of your employment and for a period of two years after the termination, either on your own behalf or on behalf of any third person canvass, solicit or endeavor to entice away from the Company or its affiliates, any person or entity who has been working for or dealing with the Company or its affiliates.



#### **16. AMENDMENT**

This Appointment Letter shall not be amended except by a signed agreement in writing between the Parties.

#### **17. NON-WAIVER**

No failure on the part of the Company to exercise, and no delay in exercising any rights hereunder shall, operate as a waiver thereof, nor shall any single or partial exercise of any such right preclude any other or future exercise thereof or the exercise of any other right.

#### **18. ASSIGNMENT**

Since your employment with the Company shall involve your personal skills and capabilities, you shall not assign or transfer any of your rights and obligations under this Appointment Letter. The Company shall have a right to assign this Appointment Letter and you shall take all such actions or sign all such documents as may be requested by the Company.

#### **19. SEVERABILITY**

Each and every obligation under this Appointment Letter shall be treated as a separate obligation and shall be severally enforceable as such and in the event of any obligation or obligations being or becoming unenforceable in whole or in part. To the extent that any provision or provisions of this Appointment Letter are unenforceable, they shall be deemed to be deleted from this Appointment Letter, and any such deletion shall not affect the enforceability of the remainder of this Appointment Letter not so deleted, provided the fundamental terms of the Appointment Letter are not altered.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance, indicating your Date of Joining.

#### **20. SURVIVAL**

Cancellation, expiration or earlier termination of this Appointment Letter shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration or termination including Intellectual Property Rights (Paragraph 10), Confidentiality (Paragraph 5) Notices (Paragraph 12), Indemnity (Paragraph 13), Governing Law and Dispute Resolution (Paragraph 14), Survival (Paragraph 20).

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance, indicating your Date of Joining.

**For Sepio Products Pvt. Ltd**



I confirm my understanding acceptance of the above terms and conditions.

**Acknowledged and accepted Director**

**Date: 25<sup>th</sup> July'2024**

**Deloitte Touche Tohmatsu India LLP**  
Mumbai - I-Think  
Lodha Amara IThink Tower  
Kolshet Road, Sandoz Baug, Thane  
400607  
Tel: 022- 68015000  
Fax: 02268015001  
[www.deloitte.com](http://www.deloitte.com)

**June 24, 2024**

**Mr Avaneesh Sham Gaikawad**  
1003, Prathamesh Tower, MMGS Marg, Dadar East.,  
Mumbai  
Maharashtra, 400014- India

**Contact No.: 9619551276**

**Dear Avaneesh Sham Gaikawad**

## **Placement as Intern**

With reference to your application for a project work assignment as a part of your graduation study, we are pleased to inform you that you are being allotted a project work assignment in the **SAP Department of Technology & Transformation** Function of our Organization in **Mumbai - I-Think** location from **July 1, 2024 to January 1, 2025** on the following terms and conditions:

1. You will be assigned a Manager under whose supervision you will work on the project assigned to you.
2. You will be paid a monthly stipend as described in Annexure A. Please note that the tax will be deducted on the stipend amount.
3. You shall complete your project in accordance with the requirements and guidance of the Manager of the Organization, and maintain qualitative standards as required.
4. Notwithstanding the fact that your engagement is internship, for your study purpose. It is expected of you to maintain the discipline, dignity, honor and goodwill of the Organization.
5. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of the Organization.
6. You will observe the rules & regulations and discipline of our office, and also maintain complete confidentiality and secrecy of the matters pertaining to our Office and/or any data that has been provided to you in the course of your project work. You will be permitted to attend any classes in the college at the discretion of the Manager, if so called for during the period of your project assignment.

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

7. On completion of your internship you will be required to submit to the talent team a copy of your project, which will be the sole property of the Organization.
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period; the Organization reserves the right to terminate this internship immediately without any notice.

**Accepted,**



**Authorised Signatory**  
**Badari Narayana**

\_\_\_\_\_  
(Please sign and date your acceptance)

**Avaneesh Sham Gaikawad**

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Disclaimer: At Deloitte, ethics and integrity are fundamental and not negotiable. We do not charge any fee or seek any deposits, advance, or money from any career aspirant in relation to our recruitment process. We have not authorized any party or person to collect any money from career aspirants in any form whatsoever for promises of getting jobs in Deloitte or for being considered against roles in Deloitte. We follow a professional recruitment process, provide a fair opportunity to eligible applicants and consider candidates only on merit. No one other than an authorized official of Deloitte is permitted to offer or confirm any job offer from Deloitte. We advise career aspirants to exercise caution.

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ANNEXURE A

Name	Avaneesh Gaikawad								
Date Of Joining	July 1, 2024								
Function	Technology & Transformation								
Sub Service Area	SAP								
Designation	Intern								
Grade	Trainee								
<table><tr><td>Components</td><td>Paid Monthly</td></tr><tr><td>MONTHLY GROSS</td><td>₹15,000.00</td></tr><tr><td>Total</td><td>₹15,000.00</td></tr><tr><td colspan="2"></td></tr></table>		Components	Paid Monthly	MONTHLY GROSS	₹15,000.00	Total	₹15,000.00		
Components	Paid Monthly								
MONTHLY GROSS	₹15,000.00								
Total	₹15,000.00								

Accepted,



Authorised Signatory  
Badari Narayana

\_\_\_\_\_  
(Please sign and date your acceptance)

Avaneesh Sham Gaikawad





Date: May 22, 2024

Mr/Ms: Drishti Agrawal

Location Mumbai

Dear Drishti

We are pleased to offer you the position of "**Executive**" in Grade "**E1**" within **Shared Services Group** of Bandhan AMC Ltd. (Formerly known as IDFC Asset Management Company Ltd)

Your Total Fixed Pay (TFP) will be **Rs.4,25,000/-** per annum. In addition, you would be eligible for an **Indicative Bonus Rs. 50,000/-** (Pre-Tax) in the **FY 2025 Annual Appraisal cycle** Based on Individual & Company Performance. Indicative Bonus (Pre-Tax) would be recovered in full, in case you leave the organization within 12 months from the date of payout.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Compensation Structure

Annexure "B" : Privileges and Benefits of employment

An Offer cum Appointment letter detailing the terms and conditions of employment will follow shortly.

This offer is subject to:

- (1) Your successful completion of your degree programme.
- (2) Submission of the necessary documents as listed below
  - i) Certificates in support of your educational qualifications
  - ii) Pan and Aadhar Card
  - iii) Passport size photograph

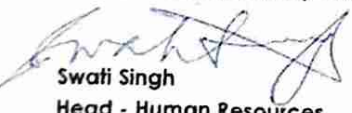
At Bandhan AMC Ltd., we believe in partnering with our employees to meet their career aspirations and develop their capabilities. We provide a highly engaging environment, with focus on learning opportunities and performance driven rewards.

Your date of joining and reporting location will be communicated subsequently. Please acknowledge the duplicate copy of this letter as a token of acceptance of this offer.

Looking forward to having you on board and wishing you a successful career with us.

Sincerely yours,

For **Bandhan AMC Ltd.** (Formerly known as IDFC Asset Management Company Ltd)

  
Swati Singh

Head - Human Resources

Accepted and Agreed:

Name: Drishti Agrawal

Signature:



**Annexure A**  
**Compensation Structure**

Component	Remarks	Per Annum (in Rs.)	Per Annum	Per Month
Basic	40% of Total Fixed Pay	Paid in monthly salary	1,80,000	15,000
HRA	50% of Basic	Paid in monthly salary	90,000	7,500
Flexible Benefit Plan (FBP) <sup>1</sup>	Balance amount	Paid in monthly salary (depending on plan opted)	1,18,406	9,867
PF Co's Contribution <sup>2</sup>	12% of Basic	Employer's contribution to Fund	21,600	
Gratuity <sup>2</sup>	8.33% of Basic	Employer's contribution to Fund	14,994	
<b>Total Fixed Pay (TFP)</b>			<b>4,25,000</b>	<b>32,367</b>

Insurance Benefits (please refer below)			53,000
Insurance Benefit	Remarks	Cover	
Group Mediclaim Policy (GMP)	Self+Spouse+2 Children+ Parents	INR 3 Lakhs sum Insured	
Group Term Policy (GTL)	Self-Insured	4x of the Fixed Pay	
Group Personal Accident (GPA)	Self-Insured	4x of the Fixed Pay	
Out-patient Department	Self+ Spouse+2 Children+ Parents	15,000	
<b>Residential Training &amp; Engagement Program</b>			<b>72,000</b>
<b>Indicative Bonus Rs. 50,000/- (Pre-Tax) based on individual &amp; company performance in the FY 2025 Annual Appraisal cycle</b>			<b>50,000</b>
<b>Total Cost to the Company</b>			<b>600,000</b>

**Notes:**

<sup>1</sup>Flexible Benefit Plan (FBP) comprises of Company owned Car (COC) Reimbursement, Self-Owned Car (SOC) Reimbursement, Meal Voucher, Communication Allowance, LTA and National Pension Scheme (NPS). The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.

<sup>2</sup>Provident Fund & Gratuity Contributions are made by the Company to your fund. These are paid/ transferred to your accounts at the time of exit.

In addition to TFP, Insurance premium is paid by the company towards employee's life, personal accident and medical Insurance. This amount is a notional premium amount & is not paid in cash to the employee. In case of claim for parents, employee need to pay 20% of overall claim amount.

**Note** - All benefits are subject to policies of the company and may change from time to time.

## **Annexure B**

### **Privileges and Benefits**

As a Trainee you would be entitled to the below mentioned Privileges and Benefits.

#### **1. Leave Policy:**

- You shall be eligible for holidays and leaves as per the company leave policy.
- Bandhan follows the financial year, that is, April to March for calculation of leave.
- The quantum of Privilege Leave is 25 working days in a year. In case an employee has joined in the middle of the year, the PL will be calculated on a pro-rata basis. Leave will be rounded off to nearest half.
- There is no limit on the number of sick leaves employee can avail, provided they are under the ambit of policy
- In case an employee is not keeping well, he or she needs to notify his or her reporting manager as soon as possible on the first day of his or her absence by stating the nature of sickness and estimated duration of absence.

#### **2. Medical Fitness & Verification of Particulars**

- Your appointment is subject to:
- You being medically fit and continuing to remain fit thereafter. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. If you are found medically unfit to continue with the job, you will lose your lien on the job.
- Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235111758/Mumbai**  
**Date: 20/03/2024**

Mr. Emmanuel Saju Vazathra  
A1,101-102,Soma Heights Co-Op SocietyGokhivare Road,  
Near Celebrity Hotel,  
Vasai-401208,  
Maharashtra.  
Tel# -

Dear Emmanuel Saju Vazathra,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.



i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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5

496



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.





## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

500



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

**TCSL/DT20235111758**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

**501**



offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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**TCSL/DT20235111758**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

11

502



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Emmanuel Saju Vazathra</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Name Pulkit Anand Janya  
Employer Domino Printech  
Position Technical Support Trainee  
Grade G01T  
Location HO

	Domino Monthly	Domino Yearly	Domino Total
Basic	21,100	0	253,200
House Rent Allowance	8,440	0	101,280
Allowance	2,100	0	25,200
Broadband Allowance	1,000	0	12,000
<b>Sub-Total A</b>	<b>32,640</b>	<b>0</b>	<b>391,680</b>
Providend Fund deduction	2,532	0	30,384
Gratuity	0	12,173	12,173
<b>Sub-Total B</b>	<b>2,532</b>	<b>12,173</b>	<b>42,557</b>
<b>Total (A+B)</b>			<b>434,237</b>

Family Mediciam Cover As per policy  
Accidental Insurance Cover As per policy  
Term Insurance As per policy  
The above salary will be subject to deduction of provident fund and taxes (if any)





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20244395035/Mumbai**  
**Date: 13/07/2024**

Ms. Esha Sharma  
Flat No. 2474, Bldg No. 203, Sector - 6, Cgs Colony Antop Hill,  
Antop Hill Monorail Station,  
Mumbai-400037,  
Maharashtra.  
Tel# 91-7043808110

Dear Esha Sharma,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20244395035**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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**TCSL/CT20244395035**

**TATA CONSULTANCY SERVICES**

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

**5**

**518**





during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### **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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.



## **10. 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 in this offer letter.

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. 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.

## **11. 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.

## **12. 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.

## **13. 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.



#### **14. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **15. 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.

#### **16. 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.

#### **17. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### **18. 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

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**8**

**521**



documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. 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

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**10**

**523**





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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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12

525



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Esha Sharma</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

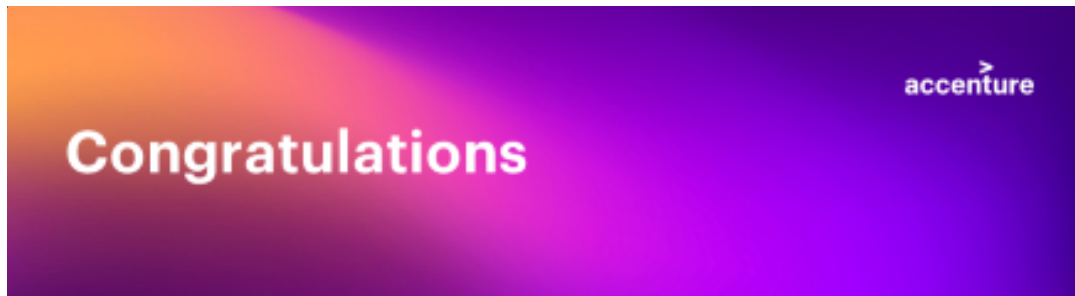
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



06 March 2024

C06371438

Fiola Riva Mathias

B-307, Building No. 29, Shree Radhakrishna CHS Ltd., Shanti Park, Mira Road

Dear Fiola Riva Mathias,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

#### ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 Remote working condition - Declaration
- Annexure 4 for declaration
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached 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 Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks,



which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment 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. You may be required to submit additional documents which 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 revocation of this Offer/termination of employment.

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 are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or 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, 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. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Fiola Riva, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Althaf at <https://indiacampus.accenture.com/myzone/accenture/auth/login> should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature 

Fiola Riva Mathias

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Date: Mar 12, 2024

**ANNEXURE 1: COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential	8.5%
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary WFH Benefits/Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/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.

**VARIABLE BONUS**

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR**

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

\*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

### **JOINING BONUS**

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.



- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

#### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

#### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### **GENERAL TAX**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE 2 : REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

### **ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION**

#### **NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

#### ***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

#### ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company 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 company. 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

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Fiola Riva Mathias

Date: Mar 12, 2024

#### Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

**Date: 08<sup>th</sup> September 2023**

**To,**  
**Mohammed Moiz Nulwala,**  
Lehri Palace, 3rd floor, 35, S.A. Hashim strt.  
Bhendi Bazaar, Mumbai - 400003

**Sub: Letter of Engagement**

**Dear Mohammed Moiz,**

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

Please sign a copy of this letter as your acceptance and return the same to us.

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date:  
Name:  
Signature:



**Registered Office :**

Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

**Date: 08<sup>th</sup> September 2023**

To,  
**Mohini Vineet Gautam,**  
Durvankur Row House No 3, Opp. Chintamani Palace,  
Bhd. Dream Mini Market, New Kala Nagar,  
Jail Road, Nasik Road, Nasik - 422101

**Sub: Letter of Engagement**

**Dear Mohini,**

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

Please sign a copy of this letter as your acceptance and return the same to us.

We look forward to welcome you at INGRAM MICRO!

**For Ingram Micro India SSC Private Limited**

*Irfan Baig*

**Irfan Baig**  
**Deputy General Manager - HR**

Date: **08/09/2023**  
Name: **MOHINI GAUTAM**  
Signature: *Mohini Gautam*

**ANNEXURE A**

**MOHINI VINEET GAUTAM**

Job Title	Trainee - Software Developer	
Components	Monthly Compensation	Annual Compensation
Basic	21,100	253,200
House Rent Allowance *	10,550	126,600
Personal Pay	10,158	121,896
LTA **	4,645	55,740
<b>Fixed Compensation ## (A)</b>	<b>46,453</b>	<b>557,436</b>
Employer Provident Fund Contribution	2,532	30,384
Gratuity#	1,015	12,180
<b>Total Retirals (B)</b>	<b>3,547</b>	<b>42,564</b>
<b>Total Compensation (TAC) / Cost to Company (CTC) - (A+B)</b>	<b>50,000</b>	<b>600,000</b>

Please note the below pointers:

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Tax exemption can be claimed for LTA twice in a block of 4 years. The current block is from Yr'22 to Yr'25

###Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Private Limited

*Irfan Baig*

**Irfan Baig**

**Deputy General Manager - HR**

Date: 08/09/2023

Name: MOHINI GAUTAM

Signature:

*(Signature)*

Ingram Micro India SSC Private Limited  
CIN: U5110MH2012PTC237694  
Registered Office :  
Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G. E. Gardens,  
Kanjurmarg (West), Mumbai 400 078.

Tel: +91-22-6687 2100  
+91-22-6687 2200

Date: 08<sup>th</sup> September 2023

To,  
Vishal Jaiswal,  
Navnityanand society, Saibaba road, Jawahar nagar  
Khar east, Mumbai 400051

Sub: Letter of Engagement

Dear Vishal,

We are pleased to inform you that based on the technical evaluation and panel interviews, you have been selected for the position of **"Trainee Software Developer"** at **Ingram Micro**. The Compensation details is set out in **Annexure A**. This is subject to normal applicable standard deductions as per Company's policies.

You would be under probation for **1 Year** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of your performance review.

Please note that the company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives.

A detailed offer letter will be provided on completion of required documentations prior to your date of joining.

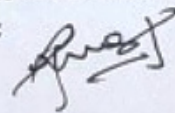
Please sign a copy of this letter as your acceptance and return the same to us.

We look forward to welcome you at INGRAM MICRO!

For Ingram Micro India SSC Private Limited

*Irfan Baig*

Irfan Baig  
Deputy General Manager - HR

Date: 08/09/2023  
Name: VISHAL JAISWAL  
Signature: 



**ANNEXURE A**

Vishal Jaiswal		
Job Title	Trainee - Software Developer	
Components	Monthly Compensation	Annual Compensation
Basic	21,100	253,200
House Rent Allowance *	10,550	126,600
Personal Pay	10,158	121,896
LTA **	4,645	55,740
Fixed Compensation ## (A)	46,453	557,436
Employer Provident Fund Contribution	2,532	30,384
Gratuity#	1,015	12,180
Total Retirals (B)	3,547	42,564
Total Compensation (TAC) / Cost to Company (CTC) - (A+B)	50,000	600,000

Please note the below pointers:

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Tax exemption can be claimed for LTA twice in a block of 4 years. The current block is from Yr'22 to Yr'25

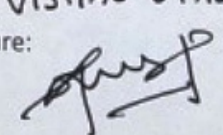
##Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Private Limited

*Irfan Baig*

Irfan Baig  
Deputy General Manager - HR

Date: 08/09/2023  
Name: VISHAL JAISWAL  
Signature: 



Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-63

29<sup>th</sup> May 2024

**Dear Mr. Jason Rodrigues,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **24<sup>th</sup> June 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo.t@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,

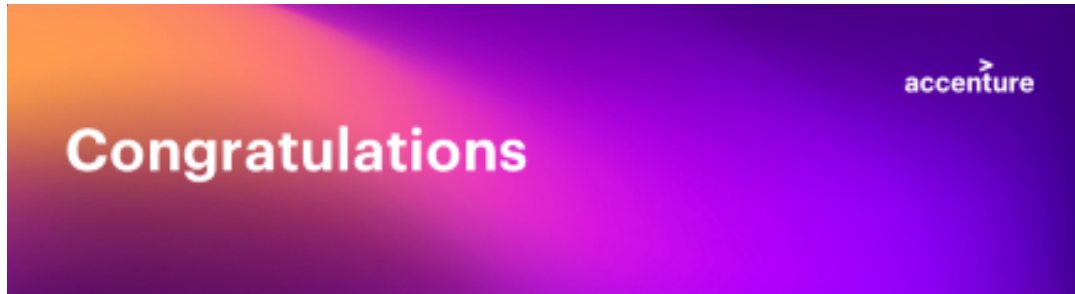


**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter







06 March 2024

C06371150

Jinish Samir Varaiya

Plot No. 181/182, Ramcharan Apartment, 4th Floor, Flat No. 404, Jawahar Nagar, Road No.13, Behind Vijaya Bank, Goregaon(W).

Dear Jinish Samir Varaiya,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

#### **ANNEXURE AND TERMS OF EMPLOYMENT DETAILS**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 Remote working condition - Declaration
- Annexure 4 for declaration
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached 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 Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks,

1

Candidate's Signature:{{Sig\_es\_:signer1:signature}}

which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment 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. You may be required to submit additional documents which 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 revocation of this Offer/termination of employment.

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 are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or 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, 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. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Jinish, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Harsh Rajesh jain at <https://indiacampus.accenture.com/myzone/accenture/auth/login> should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C  
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig\_es\_:\_signer1:signature}}

Jinish Samir Varaiya

Date: {{Dte\_es\_:\_signer1:date}}

#### **ANNEXURE 1: COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential	8.5%
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary WFH Benefits/Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

#### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/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.

#### **VARIABLE BONUS**

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR**

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.



#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

\*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

### **JOINING BONUS**

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

#### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

#### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### **GENERAL TAX**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE 2 : REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

### **ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION**

#### **NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

#### ***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

#### ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company 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 company. 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Jinish Samir Varaiya

Date: {{Dte\_es\_.signer1:date}}

#### Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."





### Engagement Letter

This Engagement Letter (hereinafter referred to as the "Engagement Letter") is entered into on this **29/06/2024** (hereinafter referred to as the "Execution Date") and effective from the **01/07/2024** (hereinafter referred to as the "Effective Date")

#### BY AND BETWEEN

**Absolute Sports Private Limited** hereinafter referred as "**the Company**" an Indian Private Limited Company headquartered at Bangalore, registered office address: Absolute Sports Private Limited, No. P3 & P4, 10th Main, Jeevan Bhima Nagar, HAL 3rd Stage, Bangalore-560075

#### AND

**Lavil Saldanha** hereinafter referred to as "**the Service Provider**", a resident of India having address at "C/1305, Blue Fortuna, Marol Military Road, Andheri East, Mumbai- 59 and bearing government identification card number MOPQS1575G (PAN Card).

The Company and the Service Provider shall be hereinafter collectively referred to as the "**Parties**" and individually as the "**Party**".

#### Background

The Company is engaged in the business of sports media.

The Company is desirous of hiring the Service Provider as a **Cricket Consultant**.

The Service Provider has expressed his/her consent to provide Services to the Company

The Parties have thereby agreed to enter into this Engagement Letter and the Long Form Agreement (jointly hereinafter referred to as the "Agreement") stipulated at <https://www.sportskeeda.com/policies> to incorporate the terms and conditions governing the relationship between the Parties

Whereas, the Parties hereby covenant that the terms and conditions of the Engagement Letter are as stipulated below and to be read along with the terms and conditions stipulated under the Long Form Agreement.

#### 1. Term and Renewal:

This Agreement shall stand effective from the Effective Date aforementioned for a period of 12 (twelve) months up to and including the 30th day of June Two Thousand Twenty-Five (30/06/2025) and can be extended/terminated based on the Company's business requirements vide a renewal engagement letter to be executed between the Parties.

#### 2. Consideration:

*Lavil Saldanha*

#### ABSOLUTE SPORTS PRIVATE LIMITED

No. P3 & P4, 10th Main, Jeevan Bhima Nagar,

HAL 3rd Stage, Bangalore-560075. Landmark: Opp Traffic Police Station Jeevan Bhima Nagar CIN:

U92412KA2010PTC093814 | E mail: [contact@sportskeeda.com](mailto:contact@sportskeeda.com) | +91-8197842345



- 2.1 The Service Provider will be paid INR 45000(Subject to TDS) per month. Payment will be done in accordance with the invoices raised by the Service Provider.
- 2.2 In addition to the above, the Service Provider will be eligible for a performance incentive of INR 1000 for every 5 late night/solo stints of cricket commentary subject to performance evaluation & achievement of targets, which shall be at the sole discretion of the Company.
- 2.3 The Service Provider will raise and share the invoices in electronic form as stipulated by the Company on the last day of every month. payment shall be made by the Company in accordance with the Company's respective payment policy as intimated to the Service Provider from time to time.
- 2.4 Invoices shared after the agreed upon date will be processed along with the next invoice.

### 3. Scope of Work/Deliverables:

The scope of work to be performed by the Service Provider and the Deliverables to be provided by the Service Provider shall be as stipulated under **Annexure I** hereunder.

### 4. Performance by Service Provider:

- 4.1 It is understood and agreed by the Service Provider that the Content is being developed by the Service Provider for sole and exclusive licensing to the Company on a royalty free, perpetual and worldwide basis and the Company shall be the sole and exclusive licensee of all rights relating to the Content. The Content shall at all times be owned by the Service Provider and any and all liability with regard to the Content shall be that of the Service Provider. The Content created under this Agreement by the Service Provider shall be licensed to the Company for the duration of the License Period defined above.
- 4.2 Except as otherwise provided under this Engagement Letter, the Company will not be required to provide at its cost and expense, any manpower, software, hardware, infrastructure and other technology assets or facilities required in connection with the Service Provider's performance of the Services.
- 4.3 The Service Provider shall arrange for, at his/her own cost and expense all required manpower, software, hardware, infrastructure and other technology assets or facilities required for the performance of the Services under this Agreement.
- 4.4 The Service Provider is required to provide the Content in such form, format and design specified by the Company.

*Lavil Galdanha*

#### **ABSOLUTE SPORTS PRIVATE LIMITED**

No. P3 & P4, 10th Main, Jeevan Bhima Nagar,

HAL 3rd Stage, Bangalore-560075. Landmark: Opp Traffic Police Station Jeevan Bhima Nagar CIN:

U92412KA2010PTC093814 | E mail: [contact@sportskeeda.com](mailto:contact@sportskeeda.com) | +91-8197842345



**4.5** The Content created by the Service Provider is required to adhere to the specifics mentioned in the Engagement Letter and shall be subject to all the terms and conditions provided in the Engagement Letter, if any, and any other conditions that may be communicated by the Company to the Service Provider by email or by any other mode of communication. It is clarified that such specifics shall be in relation to form, format, design and contents of the Content.

**4.6** In the event that the Company notifies the Service Provider that any Content shared by the Service Provider is in violation of any pertinent prevalent laws, the Service Provider shall make necessary alterations and modifications to render the Content conformant to such laws.

## **5. Working Days:**

The Service Provider shall render Services to the Company for a minimum of 6 (six) days a week and for as many hours as so required by the Company at its sole discretion for the Services to be rendered in a competent and acceptable manner.

## **6. Termination of Agreement:**

**6.1** Either Party may terminate this Agreement by giving not less than Sixty days' prior written notice to the other party.

**6.2** The Company may terminate this Agreement immediately upon written notice to the Service Provider, in the event that the Service Provider is in material breach of the Agreement. The term material breach for the purposes of this clause shall include but not be limited to a breach of the confidentiality and data protection provisions, intellectual property and license provisions, representations and warranties, and any other breach which may materially hamper the Service Provider's ability to perform his/her/its duties and obligations under the Agreement.

## **7. Indemnity:**

**7.1** Service Provider shall indemnify, and defend the Company against all liability, claims, costs, losses, damages, and expenses incurred by the Company arising from or related to any claim, suit, or action brought against the Company by a third party, arising out of the Content developed and Services rendered under this Agreement.

**7.2** Any claim or indemnification from Clause 7 shall be governed by the law of limitations as prescribed under the applicable statutes.

## **8. Long Form Agreement:**

The Parties agree and understand that acceptance of this Engagement Letter shall also be an expression of consent to the terms and conditions stipulated under the Long Form Agreement stipulated at <https://www.sportskeeda.com/policies> and that the Parties shall be bound by the same.

*Lavil Galdanha*

### **ABSOLUTE SPORTS PRIVATE LIMITED**

No. P3 & P4, 10th Main, Jeevan Bhima Nagar,

HAL 3rd Stage, Bangalore-560075. Landmark: Opp Traffic Police Station Jeevan Bhima Nagar CIN:

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#### 9. Governing Law and Jurisdiction:

This Engagement Letter, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by the laws of India, and only the courts in Bangalore will have jurisdiction to adjudicate any dispute unless otherwise agreed to in writing by the Parties.

#### 10. Electronic Signature:

The Parties acknowledge and agree that this Agreement may be executed and delivered by electronic signature on the Engagement Letter, which shall be considered as an original signature for all purposes and shall have the same legal validity and enforceability as a manually executed signature, and the Parties hereby waive any objection to the contrary.

#### 11. Entire Agreement:

This Engagement Letter, the Long Form Agreement and the Annexures attached thereto, sets forth the entire agreement and understanding of the Parties with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

In witness whereof, the parties hereto have executed this Agreement on the date mentioned above

**Absolute Sports Private Limited**

**Service Provider**

Amita Achary

Lavil Saldanha

**ABSOLUTE SPORTS PRIVATE LIMITED**

No. P3 & P4, 10th Main, Jeevan Bhima Nagar,

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**ANNEXURE - I**

**SCOPE OF WORK**

1. 100 hours of cricket commentary
2. Preparing schedule for cricket commentary whenever required
3. 80 news articles a month
4. The Scope of Work may be expanded upon or amended through mutual discussions.

*Lavil Galdanha*

**ABSOLUTE SPORTS PRIVATE LIMITED**

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234809415/Mumbai**  
**Date: 20/03/2024**

Mr. Leroy Leo Machado  
523-A Usha SwapnaNandakhal,  
Behind Holy Spirit Church,  
Mumbai-401301,  
Maharashtra.  
Tel# 91-9821849001

Dear Leroy Leo Machado,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.



i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**5**

**568**





recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## **16. Retirement**

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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**9**

**572**



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**10**

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**573**





offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

574



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Leroy Leo Machado</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Dear Mahender Choudhary

I am pleased to inform you that you have been selected for an internship position at On My Own Technology Pvt Ltd. as an Intern. Your internship will begin on 19th Aug 2024 and is scheduled to conclude on 19th Sep 2024.

Internship Details:

Position: Intern

Department: Research and Innovation

Duration: Three months

Location: 1018/B Wing Samarth Aishwarya, New Link Road, Lokhandwala, Marks and Spencers, Oshiwara, Maharashtra 400053

Working Hours: Mon to Sat. 9:30am to 6:30pm (everyday 9hrs)

Notice Period: Either party may terminate this internship with a 15-day notice period. If On My Own Technology Pvt Ltd terminates the internship, you will be compensated for the days worked until the termination date.

Congratulations on your selection, and we look forward to welcoming you aboard.

For On My Own Technology Pvt Ltd.

A handwritten signature in blue ink, appearing to read 'Shekhar Jain'.



Dr (Hons) Shekhar Jain

CEO & Co-Founder

**REG OFC:** Wing-B,1018, Samarth Aishwarya, Above Marks & Spencer, New Link Road, Andheri West, Mumbai MH 400053 **EMAIL ID:** [shekhar.jain@onmyowntechnology.com](mailto:shekhar.jain@onmyowntechnology.com) **PHONE NO:** +91 9820420629





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234257397/Mumbai**  
**Date: 20/03/2024**

Mr. Mathew Kuruvilla Payapilly  
501, Kshipra, Green View Complex, Nancy Colony, Borivali(East) Veer Savarkar Marg,  
Near Pangat Hotel,  
Mumbai-400066,  
Maharashtra.  
Tel# 91-9158769595

Dear Mathew Kuruvilla Payapilly,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234257397**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

## **PERFORMANCE PAY**

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.



i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TCSL/CT20234257397**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**5**

**591**



recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.





## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## 16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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9

595



- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

596



offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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11

597



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Mathew Kuruvilla Payapilly</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokhran Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



SONATA SOFTWARE LIMITED



**CMMI DEV / 5**  
Exp. 2017-04-16 / Appraisal #22087

**12-08-2024**

**HR/PT**

**Dear Mohsin Abbas Ghadiali,**

This has reference to your application for an Internship assignment with us.

We are pleased to offer you an assignment as an **Intern** in our organization.

The period of assignment will be for **3 Months** months commencing from **22-08-2024** till **21-11-2024**.

During this period you will paid stipend of Rs. **15,000** per month.

**Yours Sincerely**

**Sunil Thekkath Vadiesheri**

**Global Head - HR Operations**



# GREY MANTEL COMMUNICATIONS

Grey Mantel Communications  
004, NAVKAR PARADISE,  
Lokmanya Tilak Rd,  
Kamdhenu Society,  
Borivali West,  
Mumbai, 400091

Mrinmayi Prabhughate  
C-401, Shantidwar CHS, Shantivan,  
Near National Park,  
Borivali East, Mumbai – 400066

Dear Mrinmayi,

We are pleased to offer you the position of Manager – Client Servicing **at Grey Mantel Communications**, effective from June 10th, 2024

## Terms & Conditions

1. You will be paid a salary of Rs. 50,000 (Fifty thousand) per month, starting from your joining date. The salary will be credited on the fifth of every month.
2. It is understood and agreed that you are appointed on probation for a period of six months, during this period if you wish to quit you will have to serve a notice of 15 days.
3. During probation, you will not be entitled to any leave such as casual, sick or privilege, etc. After confirmation, you will be entitled to leave and all other benefits as per the rules and regulations prevailing in the company.
4. Post the probation period, a 45-day notice period has to be served in case you choose to quit the organisation.
5. Your employment by the company shall be full-time and exclusive, and by accepting this employment, you agree that you will (i) devote all your business time and attention and best efforts, skill, and ability to promote the company's interests and (ii) carry out your duties and work with other employees and the company's clients and associates in a competent and professional manner.

# GREY MANTEL COMMUNICATIONS

6. You are expected to be professional, responsible, and committed to the tasks given at hand.
7. You are expected to appear in formal wear for official meetings.
8. You are expected to follow all the company processes in terms of documentation, adhering to timelines, and providing value-added inputs to the team. Your role is to ensure that the target set for the clients is met.
9. You agree that you shall not engage in any work or business or profession either honorary or otherwise without the company's prior written permission.
10. The official working hours are from 10.00 am to 7.00 pm from Monday to Friday and 10.00 am to 2 pm on Saturday . At times, we might work on weekends depending on the requirement of the client.
  1. Leave details:
    - 2.a. 15 days of Privilege Leave annually (this will not be carried forward to the next year if not availed)
    - 3.b. 3 days of sick leave (cannot be carried forward)
    - 4.c. 3 days of casual leave (cannot be carried forward)
    - 5.d. In case you combine leaves with holidays, your salary for all the days will be deducted.
  6. Excessive leaves over and above the specified number of days will lead to the deduction of salary.
  7. No leaves are allowed during the probation period. Leave taken during the probation period will be treated as leave without pay. Employees are entitled to take leave only after confirmation.

Please sign and return one copy of this letter as a token of you having read and accepted the above terms and conditions.

We welcome you to the Grey Mantel Communications family.

With best wishes  
Bhagyashree Deole



The above terms and conditions are acceptable to me.  
Mrinmayi Prabhughate



# NBA India Basketball Private Ltd.

**Strictly Private & Confidential**

February 1, 2024

Tanuj Jaya Kumbhar

C/O

Via: Email delivery to tanujksci@gmail.com

**Re: Employment Offer Letter**

Dear Tanuj:

Further to our recent conversation, I am delighted to formally confirm with this letter (the "**Offer Letter**") our offer to you as a Project Employee, Digital Operations for NBA India Basketball Private Ltd. (hereinafter referred to as "**NBA India**"). Your employment will be for a fixed term, commencing on February 26, 2024 (the "**Employment Commencement Date**") and ending on February 25, 2026 (the "**Term**") provided that in the sole determination of NBA India; you have successfully completed a background investigation.

In your position as a Project Employee, Digital Operations, you will report directly to the Senior Manager, Digital Operations – NBA India.

Your primary place of work will be NBA India's office located in Mumbai, India (or such other office location of NBA India as may be subsequently established). You also will be required to travel to other locations both inside and outside of India as per the business needs of NBA India.

**Job Description**

A copy of your job description and your responsibilities is attached as Annexure A to this Offer Letter. Your job description and responsibilities within this role may be altered by NBA India from time to time as NBA India determines is required by business needs.

**Salary**

You will be paid a base salary at a rate of INR 108,334.00 per month during the Term, and from which all applicable deductions will be taken (including, but not limited to, deductions on account of income tax, social security, any statutory deductions, and any other deductions as may be applicable as a result of any term of this Offer Letter). Your base salary will be paid monthly in arrears and directly into your bank account (or

Date: 10<sup>th</sup> May 2024

To,  
Kaushik Nakashe  
Near Nirmal Nagar Police  
station, 4/118, M.H.B Colony,  
Nirmal Nagar, Khar East,  
Mumbai – 400051.

**Sub: Offer Letter**

Dear Kaushik,

You have been selected for the position of “Machine Learning Developer” in Snap2life Global Pvt. Ltd. (A Prisma Global Limited Group Company).

The Company has requested from an independent reviewer a complete background report with respect to you. If the management, in its sole discretion, is not satisfied with the contents of the background report, the Company may, following receipt of such background report terminate your Employment Term under this Offer Letter and, notwithstanding anything to the contrary set forth herein, you shall not be entitled to any payments hereunder.

**Joining Details as follows:**

**Date of Joining: 3rd June 2024**

**Probation Period: 6 Months**

**Annual CTC:** As discussed in final interview.

Kindly acknowledge the same.

**For Snap2life Global Pvt. Ltd.**  
(A Prisma Global Limited Group Company)

Yours Faithfully



**Melroy Ferreira**  
**Sr. Manager - HR & Admin**

Ref: UT/0101/2024/000108  
Mr. Farhan Khan

Date: 15/05/2024

## Offer Letter

Dear Farhan,

With reference to discussion on 13<sup>th</sup> May 2024, we are pleased to offer you employment as **Graduate Engineer Trainee** with **UtopiaTech Private Limited** (the 'company') on the following terms and conditions.

**1. Commencement of assignment:**

Your employment will be effective, as of **03<sup>rd</sup> June 2024**.

**2. Probation:**

You will be on probation for a period of **6 months** and your confirmation is subject to satisfactory completion of the probation period.

**3. Place of Posting:**

You will be posted at Navi Mumbai. You may however be required to work at any place of business which the company has or may later acquire.

**4. Remuneration:**

**1. Total CTC: Rs. 4,20,000/- (Rs. Four Lakhs Twenty Thousand) per year.**

This includes basic Pay and other allowances, benefits, prerequisites etc. as per the compensation policy of the company.

In the year of joining and leaving the company, the CTC will be pro-rated based on the number of days you are in the employment of the company. **The available CTC components along with the limits have been detailed in Annexure I for your reference.**

Please note that components within each category of payments are discretionary and the company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

**UtopiaTech Pvt. Ltd.**

CIN U74999MH2017PTC294766

Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072

Office Address: R626, Sector 8, Rabale MIDC, Navi Mumbai - 400701





Please review Annexure I and detailed "Terms & Conditions of Employment". These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which the company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

**5. External Work Experience:**

In case you have worked prior to joining our company, your external work experience is calculated on the basis of documentary proof submitted by you at the time of joining and its relevance to the position offered to you. The decision of the management will be final in this regard and binding on the employee.

**6. Submission of false documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc. are found to be false/ incorrect, the company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

Please sign and return to the company a copy of this letter containing Annexure I and detailed "Terms and conditions of employment" at Annexure II, as confirmation of your acceptance and return it to the undersigned within ten days from the date of issue.

The company reserves its rights to add to, alter, amend or vary the foregoing terms and conditions as and when found necessary.

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within two days from issuance of this letter.

We look forward to your joining our team for a long, successful and pleasant association.

**Yours Truly,**

**Ayush Jain**

**UtopiaTech Private Limited**

**UtopiaTech Pvt. Ltd.**

**CIN U74999MH2017PTC294766**

**Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072**

**Office Address: R626, Sector 8, Rabale MIDC, Navi Mumbai - 400701**

**solutions@utopiatech.in**

**+91-9987418880**

**www.utopiatech.in**



# UtopiaTech

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## Remuneration

### Annexure I

Compensation Break-up			
Components		Amount in ₹	
		Monthly	Annual
1	Basic Pay	17,000	2,04,000
2	HRA	8,500	1,02,000
3	Fixed Allowance	7,550	90,600
4	LTA	0	0
5	Fuel	0	0
<b>Gross CTC</b>		<b>33,050</b>	<b>3,96,600</b>
6	Employer Contribution PF (12%)	1,800	21,600
7	Employer Contribution EDLI (0.5%)	75	900
8	Employer Contribution EPF Admin Charges (0.5%)	75	900
9	Employer Contribution ESIC (3.25%)	0	0
<b>Total CTC</b>		<b>35,000</b>	<b>4,20,000</b>
10	Employee Contribution PF (12%)	1,800	21,600
11	Employee Contribution ESIC (0.75%)	0	0
12	Professional Tax	200	2,400
13	Maharashtra Labour Welfare Fund	0	0
<b>Net CTC (Take Home)</b>		<b>31,050</b>	<b>3,72,600</b>

### ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

Signature: 

Date: 15/5/24

## UtopiaTech Pvt. Ltd.

CIN U74999MH2017PTC294766

Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072

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**UtopiaTech**

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## **Terms and Conditions of Employment**

### **1. Hours of Work:**

The normal working days are Monday through Saturday. Whereas 2<sup>nd</sup> and 4<sup>th</sup> Saturday will be weekly off along with Sundays. You will be required to work for such hours as necessary for the proper discharge of your duties to the company. The normal working hours are from 9 am to 6 pm, considering the travelling and other aspects employee is allowed to come till 9.15 am and if necessary, you need to work for additional hours depending on your responsibilities.

### **2. Leaves/ Holidays:**

2.1 You are entitled to total leave of 24 days.

Casual leave: 6 days (Not applicable in Probation)

Privileged leave: 1 PL per month will be credited during probation, increasing to 1.5 PL per month after confirmation.

Medical Certificate to be produced for Sick Leaves.

2.2 The Company shall notify a list of declared holidays in the beginning of each year.

### **3. Nature of duties:**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

### **4. Company property:**

You will always maintain company property in good condition, which may have been trusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

### **5. Borrowing/accepting gifts:**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

### **6. Termination:**

6.1 The company reserves the right to terminate your appointment by providing a minimum of 2 months' prior written notice or offering salary in lieu thereof. In the context of this provision,

**UtopiaTech Pvt. Ltd.**

CIN U74999MH2017PTC294766

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"salary" specifically refers to the basic salary. Termination may occur in instances of under-performance, company relocation, or shutdown. Notably, this provision is not applicable during the probationary period.

6.2 You may terminate your employment with the Company, without any cause, by giving no less than 2 months prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. Notably, this provision is not applicable during the probationary period.

6.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

6.4 On the termination of your employment for whatever reason, you will return to the Company 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 Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **7. Confidential Information:**

7.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

7.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information

## **UtopiaTech Pvt. Ltd.**

CIN U74999MH2017PTC294766

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# UtopiaTech

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about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

7.3 At no time, will you remove any Confidential Information from the office without permission.

7.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

7.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## 8. Notices:

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## 9. Applicability of Company Policy:

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

## 10. Governing Law/Jurisdiction:

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai High Court- Maharashtra only.

In case of one or more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Signature: 

Date: 15/5/24

**UtopiaTech Pvt. Ltd.**

CIN U74999MH2017PTC294766

Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072

Office Address: R626, Sector 8, Rabale MIDC, Navi Mumbai - 400701



**Date: 04<sup>th</sup> July 2024**

**Aayush Rajesh Juhkar,**

We are pleased to offer you the position of Firmware Development Engineer/CFD Engineer Graduate Trainee at Dronetech Solutions Pvt. Ltd. (Aerobott). We were thoroughly impressed by your qualifications, experience, and interview performance, and we believe you will make a valuable addition to our team.

**1. Job Details:**

**Job Title:** Firmware Development Engineer/CFD Engineer Graduate Trainee

**Department:** Production

**Reporting to:** Ms. Arpana Mishra

**Joining Date:** 8<sup>th</sup> July 2024

**CTC:** 1.20 LPA

**2. Probationary Period Clause:**

During the probationary period of three months, your compensation package will be INR 1.20 LPA. Upon successful completion of the probationary period, your compensation will be revised to INR 4.5 LPA as per your performance and mutual understanding, effective from the date of confirmation.

**3. Training Purpose:** To develop the required coding skills (for Firmware Development Engineer) and Fluid Dynamics skills (for CFD Engineer)

**4. Performance Evaluation**

- Regular assessments will be conducted during the training period to evaluate progress and performance.
- Criteria for assessment will include technical skills, problem-solving abilities, and teamwork.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by 09<sup>th</sup> July 2024. You can also reach out to HR Executive at [hr@aerobott.com](mailto:hr@aerobott.com) for any clarification or assistance, you may require.



+91 9820332793  
+91 9004711184

Unit No. 35/151, First Floor, Shree Laxmi  
Vijay Industrial Premises Co-op Society Ltd.  
New Link road, Andheri West, Mumbai-400053

[info@aerobott.com](mailto:info@aerobott.com)

We are excited to have you join our team and look forward to your contributions.

**Sincerely,**

**Arsh Khan**

**HR Executive**

**Aerobott**

[hr@aerobott.com](mailto:hr@aerobott.com)

Accepted by: \_\_\_\_\_

[Signature]

Aayush Rajesh Juhukar

Date: \_\_\_\_\_



+91 9820332793  
+91 9004711184

Unit No. 35/151, First Floor, Shree Laxmi  
Vijay Industrial Premises Co-op Society Ltd.  
New Link road, Andheri West, Mumbai-400053

[info@aerobot.com](mailto:info@aerobot.com)

Date: 16-Jul-2024

**Mr. Dhruv Kamlesh Pednekar**

8 Parekh House ,  
2nd Floor , Banaji Street ,  
Fort Mumbai 400001

Dear **Dhruv Kamlesh Pednekar**,

Subsequent to the interview and discussions we had with you, we are pleased to offer you the position of **Design Engineer** with effect from **01-Aug-2024**. This position is based at Navi Mumbai.

Your remuneration will be a **Fixed CTC of Rs. 6 Lacs** per annum. Your appointment will be on Probation for 6 Months.

The detail working of your remuneration and other terms and conditions will be incorporated in the appointment letter, which will be issued to you on your Joining.

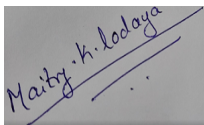
Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Kindly note that the following documents required to be submitted at the time of joining (Reporting time 8:30 am)

1. Aadhaar Card
2. PAN card
3. Experience & relieving letter of previous company
4. Salary proof
5. PF Passbook copy with "View Clean status" download (if you are PF member)
6. Educational certificates
7. 4 passport size photographs

We wish for a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. Please share the acceptance.

**Yours truly,**  
**For Selec controls Pvt. Ltd.**



**Maitry Lodaya**  
**Senior HRBP**

I accept the offer and would join  
from date \_\_\_\_\_

**Name :**  
**Date:**

Annexure		
Annual Compensation Package for Dhruv Kamlesh Pednekar		
Component	PM	PA
Basic	18,870	2,26,440
HRA	9,435	1,13,220
LTA	2,359	28,308
Other Allowance	16,511	1,98,132
Gross Salary (A)	47,175	5,66,100
Statutory Benefits & Contribution:		
Employer's PF Contribution	1,950	23,400
Sub Total (B)	1,950	23,400
Annual Bonus (C)*	10,500	
Annual CTC (A+B+C)	6,00,000	
Take Home Calculation – PM - Pre-Tax		
Employee PF Contribution	1,800	
PT	200	
Total Deduction (D)	2,000	
Take Home – PM ( A – D)	45,175	

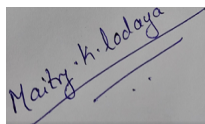
*\*Payable on pro-rata basis within 8 months of completion of financial year closure. This includes any payment payable under Payment of Bonus, 1965 & amendments thereof. Employee is entitled to this only if she/he has worked for a period of 30 working days in the financial year*

*This compensation can be restructured to accommodate premium towards Medclaim /term insurance & also to accommodate any compensation related policy in future.*

*CTC can be restructured to accommodate Statutory compliances at any stage.*

*Gratuity as per Payment of Gratuity Act, 1972 and amendments, if any, shall be calculated on Basic Salary. PF & ESIC contribution & deduction shall be done as per Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and amendments, if any.*

*Professional and Income tax will be deducted from Salary as applicable.*



**Maitry Lodaya**  
Senior HRBP

**Accepted By:**

Date: 16-Jul-2024

**Miss. Shreeshailya Vishwasrao Patil**

Flat No 303, . Sai Sarita, Sai Complex  
Beside Shanti Vihar Mira Road East Thane  
Thane Maharashtra - 401107

Dear **Shreeshailya Vishwasrao Patil**,

Subsequent to the interview and discussions we had with you, we are pleased to offer you the position of **Design Engineer** with effect from **01-Aug-2024**. This position is based at Navi Mumbai.

Your remuneration will be a **Fixed CTC of Rs. 6 Lacs** per annum. Your appointment will be on Probation for 6 Months.

The detail working of your remuneration and other terms and conditions will be incorporated in the appointment letter, which will be issued to you on your Joining.

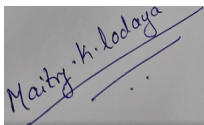
Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Kindly note that the following documents required to be submitted at the time of joining (Reporting time 8:30 am)

1. Aadhaar Card
2. PAN card
3. Experience & relieving letter of previous company
4. Salary proof
5. PF Passbook copy with "View Clean status" download (if you are PF member)
6. Educational certificates
7. 4 passport size photographs

We wish for a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. Please share the acceptance.

**Yours truly,**  
**For Selec controls Pvt. Ltd.**



**Maitry Lodaya**  
**Senior HRBP**

I accept the offer and would join  
from date \_\_\_\_\_

**Name :**  
**Date:**



Annexure		
Annual Compensation Package for <b>Shreeshailya Vishwasrao Patil</b>		
Component	PM	PA
Basic	18,870	2,26,440
HRA	9,435	1,13,220
LTA	2,359	28,308
Other Allowance	16,511	1,98,132
<b>Gross Salary (A)</b>	<b>47,175</b>	<b>5,66,100</b>
<b>Statutory Benefits &amp; Contribution:</b>		
Employer's PF Contribution	1,950	23,400
<b>Sub Total (B)</b>	<b>1,950</b>	<b>23,400</b>
<b>Annual Bonus (C)*</b>		<b>10,500</b>
<b>Annual CTC (A+B+C)</b>		<b>6,00,000</b>
<b>Take Home Calculation – PM - Pre-Tax</b>		
Employee PF Contribution	1,800	
PT	200	
<b>Total Deduction (D)</b>	<b>2,000</b>	
<b>Take Home – PM ( A – D)</b>	<b>45,175</b>	

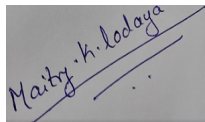
*\*Payable on pro-rata basis within 8 months of completion of financial year closure. This includes any payment payable under Payment of Bonus, 1965 & amendments thereof. Employee is entitled to this only if she/he has worked for a period of 30 working days in the financial year*

*This compensation can be restructured to accommodate premium towards Medclaim /term insurance & also to accommodate any compensation related policy in future.*

*CTC can be restructured to accommodate Statutory compliances at any stage.*

*Gratuity as per Payment of Gratuity Act, 1972 and amendments, if any, shall be calculated on Basic Salary. PF & ESIC contribution & deduction shall be done as per Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and amendments, if any.*

*Professional and Income tax will be deducted from Salary as applicable.*



**Maitry Lodaya**  
Senior HRBP

**Accepted By:**

---

## Fwd: Employment Offer- Pulkit Anand Janya

2 messages

---

**Pulkit** <pulkitjanya@gmail.com>  
To: jayen.modi@fragnel.edu.in

21 August 2024 at 18:28

----- Forwarded message -----

From: **Richa Jain** <Richa.Jain@dominoindia.com>

Date: Tue, Aug 20, 2024 at 2:48 PM

Subject: Employment Offer- Pulkit Anand Janya

To: Pulkit <pulkitjanya@gmail.com>

Cc: Shalini Raina <Shalini.Raina@dominoindia.com>, Sachin Mall <Sachin.Mall@dominoindia.com>, Sonam Srivastava <Sonam.Srivastava@dominoindia.com>, Yashika Sabharwal <Yashika.Sabharwal@dominoindia.com>

Dear Pulkit,

We are delighted to extend this offer of employment for the position of Technical Support Trainee with Domino Printech.

The details of the same are attached. Kindly revert to us latest by 22<sup>nd</sup> August '24 with your acceptance of offer & date of joining on or before 2<sup>nd</sup> September '24.

Please let us know if you have any questions.



Regards

Richa Jain

Officer-Human Resource

Mobile: 9871922711



<https://www.domino-printing.com>



**Employment Offer- Pulkit Anand Janya.xlsx**

47K



Date: 01-10-2024

Name: Reyhaan Binny

Location: Mumbai

### Appointment Letter

Dear Reyhaan Binny,

With reference to your application and the subsequent interview, we, Guardians Real Estate Advisory PVT LTD ('Guardians/Company') are pleased to appoint you in (Grade) **"G4-2"** as **"Executive"** in our **"Data Analytics Department "** with effect from **01-10-2024**.

Your total remuneration/Salary would be as per Annexure C attached hereto. Please note that your salary and benefits are confidential matters strictly between Guardians and yourself. You are therefore advised to maintain utmost confidentiality in this regard.

The terms and conditions of your employment are as follows:

- 1. Hours of Work:** Working hours for regular working days shall commence from 10.30 a.m. to 7.00 p.m. You are expected to work for not less than 8.5 hours a day. You may be required to work for such extended hours as necessary, depending on your responsibilities, for the proper discharge of your duties. Any relaxation of timings for temporary periods shall be with the prior written consent of your Reporting Manager.
- 2. Probation:** You will be on probation for a period of 6 months from the date of joining. Your performance shall be continuously evaluated and reviewed during the "Probation Period" by your Reporting Head. In the event, your performance is found satisfactory, your services will be confirmed with the Company, however if found unsatisfactory, the management will have sole discretion to either extend your Probation Period or deny confirmation of your services with the Company.
- 3. Clear Exit:** You shall provide the Relieving letter from your erstwhile place of employment to certify that you have no dues left with them and have followed and complied with the Exit formalities related thereto of your previous organization. The Relieving letter is a mandatory document to be provided within a period of 45 (Forty-five) days from the date of your joining, failing which the Company may at its discretion either extend the period for submission or terminate your service without further notice.
- 4. Guardians' property:** You will maintain all Guardians' property, entrusted to you for official use during the course of your employment in good working condition. You shall be liable to compensate for any loss or damage caused to Guardians' property during the course of your employment. You shall return all Guardians' property to Guardians prior to the release/relinquishment of your of your services /exit formalities, failing which the cost of the same shall be recovered from you by Guardians (in full) from your full and final settlement amount.

#### GUARDIANS REAL ESTATE ADVISORY PVT. LTD.

ONE BKC, C 602- 603, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051  
TEL- 022 68770000 | [www.theguardiansindia.com](http://www.theguardiansindia.com)  
CIN NO. U68200MH2024PTC424835  
FORMERLY- GUARDIANS REAL ESTATE ADVISORY LLP



- 5. Applicability of Guardians' Policies:** Guardians has various Policies in place including but not limited to the Code of Conduct, Respectful Workplace Policy, Policy for Prohibition, Prevention & Redressal of Sexual Harassment At The Workplace, Attendance and Leave Policy Etc for the benefit of its employees. Guardians shall be entitled to formulate new policies, alter the existing policies and make policy declarations pertaining to the employees and matters concerning Guardians from time to time at its sole discretion. All such Policies and policy decisions of Guardians, as amended from time to time, shall be communicated to you through the HRMS Portal and the same shall be binding on you with immediate effect. The new/amended policies shall override this Agreement/ earlier policies, as applicable, to that extent.
- 6. Transfer of services :** Your services are transferable to any of our office locations/Project sites in India or abroad depending on exigencies of the business & the requirement of Guardians, without you being entitled to any additional remuneration of any nature whatsoever. This move may be within the Company or to another firm/company which is an associate or sister company or wherein the Guardians has business interest/relations either financial or managerial.
- 7. Age of Retirement:** The age of retirement for all employees of Guardians will be 58 (fifty-eight) years.
- 8. Change of Personal data:** You will keep us informed about any change in your personal data. For this purpose, you will be required to update any change in your personal information in the HRMS Portal in terms of the format provided. In case of Failure, liability if any will be borne by you.
- 9. Benefits and Allowances:** You will be entitled to participate in Guardians' Provident Fund Program from the date of your joining. If you are already participating in a Provident Fund Scheme you may transfer your Provident Fund balances and participate in Guardians' Provident Fund Program from the date of your joining. You will also be eligible to Gratuity as per the Payment of Gratuity Act.
- 10. Other Benefits:** In the event of any other benefits and allowances being communicated to you in writing by Guardians, you shall be entitled to claim the same upon fulfilment of terms and conditions specified for claiming such benefits and allowances and only during the course of your employment with Guardians. Notwithstanding the aforesaid payment of any such benefits or allowances shall be at the sole discretion of the management. Payment towards such benefits and allowances shall be subject to taxes as per provisions of the Income Tax Act, 1961.
- 11. Stipulations to agree and abide:** The Annexures to this Appointment Letter form an integral part of this Appointment Letter. Your appointment shall be subject to your acceptance of the said Annexure A, B and C consisting of the Mandatory Terms and Conditions, the Non-Disclosure Agreement and the Salary Structure respectively. Your acceptance of this Appointment letter inclusive of its Annexures is a full and final affirmation and acceptance of the terms on which you are being employed by Guardians.
- 12. Dispute:** In the event of any dispute or difference regarding the construction or interpretation of any of the terms hereof, the Management's decision shall be final and binding on you.



**13. Notice period /Termination:** If you wish to resign during probation, you will be required to give a 15 (fifteen) days' notice in writing through the HRMS portal. Upon confirmation, your contract of employment can be terminated by us with 30 Day(s) notice with applicable monetary compensation or by you with 30 Day(s) days' notice to be provided in writing through the HRMS portal. The required notice period shall begin from the date of receipt of the resignation request through the HRMS portal. The notice period cannot be set off with available leave balance. You are required to serve the entire notice period. Failure to serve the required notice period will be viewed as a breach of the terms and conditions of your service rules and Guardians reserves their right to recover an amount equivalent to the salary payable to you for the number of days of shortfall in notice period. The said amount will be recovered from your full and final settlement as per company policies/management decision. Notwithstanding the above, Guardians reserves the right to terminate your services at any time during the period of your employment by giving you 24 hours' notice without any monetary compensation, in the event of any unacceptable behavior and conduct including but not limited to willful negligence, fraud, theft, abusive language, physical violence, threats against other employees or any other criminal behavior and including revealing confidential information trade secrets, sexual harassment and any other discriminatory behavior unacceptable in the workplace at the discretion of the management. Furthermore, in the event any employee is involved in a police complaint, Guardians retains the sole discretion to terminate the employee's services without notice if, in the reasonable judgment of the management, the employee's involvement in any police complaint is detrimental to the reputation or interests of the Company.





**THE GUARDIANS®**  
REAL ESTATE ADVISORY

We take this opportunity to welcome you as part of Guardians' and hope that we will have a long-term, mutually beneficial association, and a rewarding career with us.

Sincerely Yours,

Guardians Real Estate Advisory PVT LTD



Roselet Fernandes

Chief Human Resources Officer

I, Reyhaan Binny hereby accept employment on the terms and conditions mentioned in the above letter of appointment and in the annexure hereto.

Place: Mumbai

Date: 01-10-2024

**GUARDIANS REAL ESTATE ADVISORY PVT. LTD.**

ONE BKC, C 602- 603, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051  
TEL- 022 68770000 | [www.theguardiansindia.com](http://www.theguardiansindia.com)  
CIN NO. U68200MH2024PTC424835  
FORMERLY- GUARDIANS REAL ESTATE ADVISORY LLP



## **Annexure A**

### **Mandatory Terms and Conditions**

1. All rights, title and interest including without limitation proprietary and intellectual property rights (including but not limited to databases, copyrights, design, trademark or trade names of any person/entity; including all improvements, modifications or derivatives to the above) in any work/information (whether or not confidential in nature)/material shall vest with Guardians that is created, disclosed, produced, by the Employee on his/her own or together with other employees during the course of the Employee's appointment with Guardians'.
2. The Employee, and any of his immediate family members shall not use any of Guardians' facilities or Information to enter into speculative trading of any kind either on his/her account or that of another person or entity. The Employee and his immediate family members will not enter into any transaction, which may adversely affect the business interests of Guardians. In the event any of the immediate family members of the Employee are carrying on any business similar to/competing with the business of Guardians the same shall be immediately informed to Guardians in writing. Guardians in such scenario reserves the right to appoint/reject such employees on a case-to-case basis.
3. The Employee shall not bind Guardians against any third party, in any manner whatsoever, thereby creating pecuniary or other obligations, without prior authorization in writing. The Employee will exercise his/her best efforts to conserve the resources of Guardians and incur expenses judiciously within the authorized limits.
4. The terms and conditions of employment would be governed by the rules and regulations of Guardians applicable to your category of employment including any changes, modifications, revisions and cancellations made to the said rules and regulations of Guardians from time to time during the course of your employment.

**5. Absconding:**

If any employee decides to leave Guardians' without tendering his/her resignation or following the defined process of separation, Guardians reserves their right to recover an amount equivalent to the salary payable or assumed business loss to the employee for the number of days of shortfall in notice period or take appropriate legal action as may be advised against the employee. The said amount will be recovered from the full and final settlement as per company policies/management decision.

**6. Non-Compete:**

In consideration of your employment and the remuneration provided to you by Guardians ( as provided under Annexure C hereto) and as a condition precedent of your employment with Guardians, during the term of your employment with Guardians or in the event of your employment with Guardians being terminated whether voluntarily or involuntarily for any reason whatsoever, you shall not, at least for a period of (12) Twelve months, take employment with any Company/client who are associated with Guardians, at the time of your separation. If it is found that during the tenure of your employment or release/relinquishment of your employment, for any reason whatsoever , you have joined a Company/Firm/Body corporate/Individuals, which carries on the same or similar



competing business as that of Guardians, the same shall be considered detrimental to the interest of Guardians and Guardians' will reserve the right to take appropriate action including claiming appropriate losses/ damages, which will be at your risk as to cost and consequences. The Employee shall not engage, directly or indirectly, in any other gainful or commercial employment, activity or business for profit during the employment. The Employee shall honestly and faithfully conduct himself/herself and duly and diligently perform all the duties devolving upon him/her in the course of employment of Guardians'. The Employee will devote the whole of working time in the work of Guardians' and use his/her best endeavors to promote the interests and business of Guardians'.

**7. Non Solicit:** You agree and acknowledge, that you shall not during the Term of your employment/**service** and for a period of 12 (twelve) months after the termination /relieving of your employment/ **service** from Guardians for any reason/in any manner whatsoever, directly or indirectly, either by yourself or in association with or through any individual, sole proprietorship, partnership, corporation, company, unincorporated Company/company or association, trust or other entity, whether incorporated or not, (collectively "Persons") in any manner whatsoever indulge/partake in the following competitive activities:

- (i) Call upon, cause to be called upon, solicit, assist in the solicitation of, negotiate or facilitate any negotiations with the Clients of Guardians or its Affiliates for the purpose of providing any of the services of Guardians or its Affiliates.
- (ii) Request, recommend or advise any Clients of Guardians or its affiliates to cease or curtail doing business with Guardians or its Affiliates.
- (iii) Employ, engage or seek to employ or engage any Client or employee of Guardians, on his own or through any Affiliate or entity, who is employed or had been engaged by Guardians or its Affiliates.
- (iv) Solicit, recommend or advise any employee or Client of Guardians or its Affiliates, to terminate their employment or engagement with Guardians or its Affiliates for any reason or solicit recruiting prospects and/or candidates of Guardians or its Affiliates.
- (v) Induce or attempt to induce any Clients of Guardians or its Affiliates to reduce such Clients' contractual activity with Guardians or its Affiliates.
- (vi) Use Guardians' and /or its Affiliates trademarks (whether registered or not) and other derivatives thereof together or separately or any other similar word or words in any trade mark, brand name or trade name for any purpose of any business or in any manner does any act which affects/injures the goodwill of Guardians and/or its Affiliates or the aforesaid marks.

"Clients" for the purpose of this Clause shall mean all current and future persons, real estate developers, channel partners, marketing agencies, vendors, third party service providers, independent contractors, and such other persons with whom Guardians and its Affiliates has/shall have business relations for providing its service.



## Annexure B

### Non-Disclosure Agreement

Name: Reyhaan Binny

Location: Mumbai

Date: 01-10-2024

THIS AGREEMENT made on 01-10-2024 by and between Guardians Real Estate Advisory PVT LTD ("Guardians") a company incorporated under the Companies Act, 1956 ("the Company"), with its registered office at C-603, ONE BKC, G Block, BKC, Bandra East, Mumbai, 400051 and Reyhaan Binny.

WHEREAS, Guardians desires to employ Employee, and Employee agrees to perform the duties required by Guardians'; and

WHEREAS, Guardians' and Employee acknowledge that Employee will be employed at the will of Guardians', in a position of trust and confidence in which Employee learns of, has access to and will continue to develop and/or hereafter learn of, have access to, and develop proprietary, confidential and trade secret information of Guardians'; and

WHEREAS, Guardians' desires to protect any rights it may have in such proprietary, confidential and trade secret information that Employee may acquire in connection with his\her employment with Guardians'.

NOW, THEREFORE, Guardians' and Employee, in consideration of Employee's employment by Guardians' which is subject to the stipulations contained herein, agree as follows:

#### 1. Definitions

"Confidential Information" shall include, without limitation, whether tangible or intangible (i) all information relating to intellectual property, including, without limitation, licenses, patents, trademarks, trade names, service marks and copyrights; (ii) trade secret data and related information, (iii) all concepts, ideas, creations, developments, designs, discoveries, processes, methods, formulae, techniques and work products (iv) all information which is used, developed towards creating learning content (v) all information ascertainable and/or related to the development, research, inspection or analysis, testing, manufacturing and marketing activities and techniques of Guardians', (vi) all information relating to the products created, manufactured, sold or distributed by Guardians', (vii) all information relating to the raw materials, costs, financing plans and sources of supply and strategic plans of Guardians', (viii) all information relating to the persons and Company with whom Guardians' has or has had business relationships, including, without limitation, customer lists, prospective customer lists (ix) all information relating to Guardians' business operations, underwriting standards, actuarial data, processes, business plans, intentions, product information, product documentation, product plans, investments, know-how, rights, trade secrets, customer lists, market opportunities, business affairs, computer programs, hardware configurations, engineering specifications, and



other business practices (x) all other information which Guardians' deems confidential and proprietary in its sole discretion including all information having been disclosed prior to the date hereof.

## **2. Non-disclosure of Confidential Information**

- 2.1 Employee acknowledges that Guardians has invested and will continue to invest considerable resources in the research, development and advancement of Guardians' business, which investment has or will result in the generation of Confidential Information. Employee acknowledges and agrees that it would be unlawful for Employee to appropriate, to attempt to appropriate or to disclose to anyone such Confidential Information and would be a breach of the contractual terms of employment.
- 2.2 Employee agrees, therefore (i) to hold in confidence all Confidential Information received, acquired, produced or developed by Employee in the course of the performance of Employee's employment with Guardians' and (ii) not to use, disclose, reproduce or dispose of such Confidential Information in any manner except as required by applicable law or in connection with the performance of his\her duties and responsibilities to Guardians'. Employee expressly agrees and understands that the restrictions contained in this Section 2.2 shall continue to apply after Employee's employment with Guardians terminates, regardless of the reason for such termination.
- 2.3 Employee agrees to comply with all security regulations established by law, the Guardians', Guardians' current and prospective customers, contractors and other third parties for the purpose of protecting Confidential Information.
- 2.4 Employee expressly agrees and understands that all Confidential Information is the property of Guardians' regardless if Employee is directly or indirectly involved in the development or creation of such Confidential Information.

## **3. Ownership of Confidential Information created**

All Confidential Information created by the Employee during the term of Employment of Guardians', will be and remain the sole property of Guardians', and the Employee is deemed to have assigned all of his\her rights, title and interest therein to Guardians' and undertakes to execute, acknowledge and deliver to Guardians' instruments confirming the complete ownership by Guardians' of such Confidential Information on acceptance of this Agreement, if specifically requested by Guardians' separately.

## **4. Surrender of Confidential Information**

Employee will surrender to Guardians upon termination of Employee's employment with Guardians for any reason, all written or otherwise tangible documentation, in whatever form, representing or embodying Confidential Information or copies thereof, whether or not prepared by Employee or another, in Employee's possession or control. Nothing in this Section 4 shall be interpreted to imply that Employee is authorized to have in Employee's possession any of the Confidential Information otherwise than with the Guardians' written permission.

## **5. Proprietary Rights Indemnification**

Employee agrees to defend, indemnify and hold Guardians' harmless from and against all loss, damage and expense, including reasonable attorney's fees and expenses, and amounts paid in settlement arising from the claim that any confidential, proprietary, trade secret or similar information that Employee uses in the course of his\her employment with Guardians' and which was not obtained from Guardians' or with the Guardians' consent infringes any patent, copyright, trade secret or other proprietary rights of any third party.





## **6. Survival; Relief**

The provisions of this Agreement shall independently survive the termination of Employee's employment by Guardians'. Employee acknowledges that a violation of the provisions of this Agreement by Employee may result in irreparable harm to Guardians'. Therefore, Employee agrees that the Guardians' shall be entitled to preliminary and permanent injunctive relief against any breach by Employee of the provisions of this Agreement, without having to post bond; provided, that nothing in the foregoing clause shall limit Guardians' right to seek monetary damages, including, without limitation, attorney's fees, costs and disbursements, as it may have sustained in the event of the violation by Employee of any of the provisions of this Agreement. The existence of any claim, dispute or cause of action of Employee against Guardians', whether predicated upon this Agreement or otherwise, will not constitute a defense to the enforcement by Guardians of any provision of this Agreement.

## **7. Severability and Reformation**

In the event that any portion or provision of this Agreement shall be determined by a court of competent jurisdiction to be unlawful or unenforceable, then the remainder of this Agreement, or the application of such portion or provision in circumstances other than those as to which it is so declared unlawful or unenforceable, shall not be affected thereby, and the remaining portions and provisions of this Agreement shall remain in full force and effect.

## **8. Miscellaneous**

- 8.1 Waiver** - No waiver of any provision hereof shall be effective unless made in writing and signed by the waiving party. The failure of either party to require the performance of any term or obligation of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.
- 8.2 Assignment** - The Guardians' management, may assign or transfer any right under this Agreement or any interest herein, by operation of law or otherwise, without the prior consent of Employee. This Agreement shall inure to the benefit of and be binding upon Guardians' and Employee, their respective successors, executors, administrators and heirs.
- 8.3 Governing Law** - The Non-Disclosure Agreement will be governed and construed in accordance with the laws of India without regard to the conflict of laws principles thereof. All disputes arising in connection with this Agreement shall be settled under the exclusive jurisdiction of the Courts of Mumbai.
- 8.4 Amendments** - This Agreement may be amended or modified only by a written instrument signed by Employee and a duly authorized representative of Guardians'.
- 8.5 Entire Agreement** - This Agreement constitutes the entire understanding between Employee and Guardians' and supersedes all prior oral or written communications, proposals, representations, warranties, covenants, understandings or agreements between Employee and Guardians' relating to the subject matter of this Agreement. In the event of any conflict between the Appointment Letter and this Non-Disclosure Agreement, the latter shall supersede/prevail.
- 8.6 Notices** - All notices, demands or other communications under this Agreement shall be in writing and shall be deemed to have been duly given when personally delivered or mailed by speed post (or, where appropriate, international mail), return receipt requested, postage prepaid, to the addresses set forth at the beginning of this Agreement or such other addresses as either party may have furnished to the other in accordance herewith.



Employee acknowledges that he\she has with free will and consent carefully read and fully understands all of the provisions of this Agreement and that Employee, in consideration of his\her employment with Guardians', is voluntarily entering into this Agreement. Employee represents and acknowledges that in executing this Agreement, Employee does not rely and has not relied upon any representation or statement made by Guardians with regard to the subject matter, basis or effect of this Agreement, other than those contained in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed as an instrument by Guardians', by its duly authorized officer, and by Employee as of the day and year first above written.



**Annexure C**

**Salary Structure**

Name: Reyhaan Binny

Date: 01-10-2024

Place: Mumbai

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	1,62,000	13,500
HRA	81,000	6,750
LTA	13,495	1,125
Bonus	13,495	1,125
Provident Fund	21,600	1,800
Special Allowance	1,08,410	9,034
CTC	<b>4,00,000</b>	<b>33,333</b>
<b>Total CTC</b>	<b>4,00,000</b>	

Your Sincerely,

For Guardians Real Estate Advisory PVT LTD



Roselet Fernandes

Chief Human Resources Officer

Agreed and accepted.

**GUARDIANS REAL ESTATE ADVISORY PVT. LTD.**

ONE BKC, C 602- 603, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051  
TEL- 022 68770000 | [www.theguardiansindia.com](http://www.theguardiansindia.com)  
CIN NO. U68200MH2024PTC424835  
FORMERLY- GUARDIANS REAL ESTATE ADVISORY LLP

## **OFFER LETTER**

Date: 10th November 2023

### **RITESH KHANDEKAR**

**Sub:** Your appointment as a **Software Engineer** (“Offer Letter”)

Dear **RITESH**,

We, **Zeus Systems Private Limited** (“Company”), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **3<sup>rd</sup> June 2024** (“Effective Date”).

### ***Roles and Functions***

You shall be appointed for the designation of **Software Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

### ***Remuneration and Variable Pay***

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a salary of **INR 750,000/- (Rupees Seven lacs fifty thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

### ***Probationary Period***

Your employment shall be subject to an initial probationary period of 3 (Three) month (“**Probationary Period**”). The Company may at its sole discretion extend or reduce this Probationary Period.

### ***Location***

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganapatrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

### ***Hours of Work and Leaves***

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

### ***Non-Compete and Non-Solicit***

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Confidentiality***

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Termination***

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

### ***Covenants and Warranties***

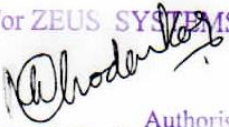

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.
- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
  - Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
  - Copy of relieving letter/ last drawn salary slip from your previous employers;
  - Copy of government identities; and




- 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,  
For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.  
  
  
**Minal Chodankar**  
**Director-Admin**

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.

  
-----  
**RITESH KHANDEKAR**  
**10th November 2023**

### **SCHEDULE 1**

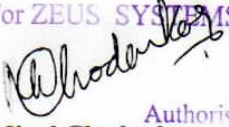
The Breakup of your compensation is as follows:

<b>Components of Salary</b>	<b>(Figures in INR/ per annum)</b>
Basic	219,624.00
HRA	131,772.00
Conveyance Allowance	19,200.00
Special Allowance	292,284.00
Company PF Contribution	29,424.00
<b>Total</b>	<b>692,304.00</b>
Annual Discretionary Bonus	57,696.00
<b>Gross Annual Compensation</b>	<b>750,000.00</b>

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**  
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.

  
Authorised Signatory  
**Minal Chodankar**  
**Director-Admin**

10th November 2023

**Deloitte Touche Tohmatsu India LLP**  
Mumbai - I-Think  
Lodha Amara IThink Tower  
Kolshet Road, Sandoz Baug, Thane  
400607  
Tel: 022- 68015000  
Fax: 02268015001  
[www.deloitte.com](http://www.deloitte.com)

**June 22, 2024**

**Mr Ronit Tejas Jhaveri**  
**6/21 Niraj Apartment, 70, Walkeshwar Road, Next to Gopi Birla Memorial School**  
**Mumbai**  
**Maharashtra, 400006- India**

**Contact No.: 9969948288**

**Dear Ronit Tejas Jhaveri**

## **Placement as Intern**

With reference to your application for a project work assignment as a part of your graduation study, we are pleased to inform you that you are being allotted a project work assignment in the **SAP Department of Technology & Transformation** Function of our Organization in **Mumbai - I-Think** location from **July 1, 2024 to January 1, 2025** on the following terms and conditions:

1. You will be assigned a Manager under whose supervision you will work on the project assigned to you.
2. You will be paid a monthly stipend as described in Annexure A. Please note that the tax will be deducted on the stipend amount.
3. You shall complete your project in accordance with the requirements and guidance of the Manager of the Organization, and maintain qualitative standards as required.
4. Notwithstanding the fact that your engagement is internship, for your study purpose. It is expected of you to maintain the discipline, dignity, honor and goodwill of the Organization.
5. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of the Organization.
6. You will observe the rules & regulations and discipline of our office, and also maintain complete confidentiality and secrecy of the matters pertaining to our Office and/or any data that has been provided to you in the course of your project work. You will be permitted to attend any classes in the college at the discretion of the Manager, if so called for during the period of your project assignment.

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

7. On completion of your internship you will be required to submit to the talent team a copy of your project, which will be the sole property of the Organization.
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period; the Organization reserves the right to terminate this internship immediately without any notice.

**Accepted,**



**Authorised Signatory**  
**Badari Narayana**

\_\_\_\_\_  
(Please sign and date your acceptance)

**Ronit Tejas Jhaveri**

---

Disclaimer: At Deloitte, ethics and integrity are fundamental and not negotiable. We do not charge any fee or seek any deposits, advance, or money from any career aspirant in relation to our recruitment process. We have not authorized any party or person to collect any money from career aspirants in any form whatsoever for promises of getting jobs in Deloitte or for being considered against roles in Deloitte. We follow a professional recruitment process, provide a fair opportunity to eligible applicants and consider candidates only on merit. No one other than an authorized official of Deloitte is permitted to offer or confirm any job offer from Deloitte. We advise career aspirants to exercise caution.

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ANNEXURE A

Name	Ronit Jhaveri	
Date Of Joining	July 1, 2024	
Function	Technology & Transformation	
Sub Service Area	SAP	
Designation	Intern	
Grade	Trainee	
Components		Paid Monthly
MONTHLY GROSS		₹15,000.00
Total		₹15,000.00

Accepted,



Authorised Signatory  
Badari Narayana

\_\_\_\_\_  
(Please sign and date your acceptance)

Ronit Tejas Jhaveri





SIPL / DIGIT / 1026

Personal &amp; Confidential

Date: 6<sup>th</sup> March 2024

Mr. Pranil Rego  
B-303, Mat-Cornel Heights, Marian Colony,  
LM Road, Borivali West,  
Mandapeshwar, Mumbai - 400103

Sub: Offer of Employment

Dear Pranil,

With reference to your candidature, we are pleased to offer you the position of “DGT-Software Engineer - Trainee” with **Safran India Pvt. Ltd. – Digit**.

Your primary work location shall be **Mumbai**. However, based on the position's requirements; you may be required to work anywhere in India or abroad.

Your annual cost to the company will be **Rs. 450,000/- (Rupees Four Lakhs Fifty Thousand only)**. Your detailed salary structure is attached as per Annexure 1.

You are expected to join us by **3<sup>rd</sup> June, 2024** beyond which the employment offer stands cancelled. If you are given any specialized trainings as part of the job requirement, you are required to sign the training agreement for the stipulated time.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2. Please be aware that the documents submitted by you shall subject to the due background check and verification.

For the first two years from the date of joining you will be provided with on-the-job training, where you will trained to work and handle projects independently. On the date of joining, you are required to sign a training bond with the company for the first two years.

Please return the duplicate copy of this letter duly signed as a token of your acceptance. By accepting this offer letter you undertake to keep its details and all information shared by the Company with you as strictly confidential, which shall not be disclosed to any third party.

Yours sincerely,

For **SAFRAN INDIA PVT LTD**

Aju Varghese  
(Managing Director - Digit)

**Acknowledgement**

I, **Pranil Rego** accept the offer of employment and agree to abide by the terms and conditions of my employment.

Signature

Date:

**ANNEXURE 1**

**ENTITLEMENTS:** All entitlements listed below are initial entitlements. These are subject to any Company policy, procedure or guidelines that may be issued from time to time. All Compensation, incentives, perquisites and benefits including reimbursements are subject to Income Tax as per the provisions of the Income Tax Act, 1961, which may be applicable, including tax on perquisite.

<b>Safran India Private Limited - Digit</b>		
<b>Pranil Rego</b>		
	<b>Per month</b>	<b>Per Year (INR)</b>
Compensation/ Basic	17,689	212,264
House Rent Allowance	8,844	106,132
Flexi Allowance	8,844	106,132
	35,377	424,528
Employer Contribution to PF		25,472
<b>Total Compensation</b>		<b>450,000</b>

1. Employee to provide breakdown of "Flexi Allowance" between LTA, Children Education Allowance, Telephone reimbursement, Food Coupons and balance will be taken as flexi allowance
2. LTA will be paid once in a year (one time in block of two years) as per IT Act

**RETIRALS****PROVIDENT FUND**

You will be required to subscribe to the Company's Provident fund scheme as applicable at present and as amended from time to time.

**GRATUITY**

Gratuity, as may be applicable to you, under law will be provided. You will be eligible for the Gratuity benefits from the date of joining with Safran Group.

**INSURANCE COVERAGE / ESI COVERAGE**

You will be covered under Company's Group Accidental Insurance & Hospitalisation Insurance as per Company's policy **OR** You will be covered under ESI benefit as per Company's policy (as applicable).

**ANNEXURE 1 FORMS AN INTEGRAL PART OF THE OFFER LETTER**



## ANNEXURE – 2

Below are the lists of documents to be submitted on the joining to facilitate joining, background verification/validation and appointment process at the **Safran India Pvt. Ltd. – Digit**.

S. No.	Particulars
(A)	<b>ONE PHOTOCOPY OF THE FOLLOWING DOCUMENTS:</b>
1	Copy of Aadhar card
2	Copy of PAN Card or Acknowledgement Slip of Form 49 (if applied)
3	Copy of full set of Offer Letter, self-attested on all pages
4	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>10<sup>th</sup> Standard or equivalent examination</li> <li>12<sup>th</sup> Standard or equivalent examination</li> <li>Graduation</li> <li>Post-graduation / Doctorate</li> <li>Other relevant educational or skill certifications</li> </ul>
5	Resignation / Relieving Letter from last two employers
6	Experience Letters(s) from all your past employers including details of period of employment (if applicable)
7	Latest Pay-slip / Salary Certificate from the last two employers (if applicable)
8	Passport including non-blank pages
9	Permanent and current Residential Address proof (Aadhar / Ration Card / Voter ID Card / License Copy etc.
(C)	<b>THREE PASSPORT-SIZED PHOTOGRAPHS AS PER SPECIFICATION</b>
10	Color Photographs with white background
(D)	<b>OTHER DETAILS REQUIRED</b>
11	Copy of UAN Card (if PF contributed in earlier employments)
12	New Joiner's family (Parents, Spouse, Children) details, including their DOB
13	Bank Account details (Copy of canceled cheque)

**Please remember to bring the original certificates / mark sheets / documents for all the above listed items, for verification at the time of joining.**



15<sup>th</sup> July 2024

**Mr. Satwik Suresh Shetty**

Serve No 58/93, Kondhwa Bud ruk,  
Pune Maharashtra-411048

**Mobile No:** 7972821880

**Email:** iamshetty.satwik@gmail.com

**Emp Code: 2374**

**Dear Mr. Satwik Suresh Shetty,**

We are pleased to offer you the position of **Technical Specialist** subject to the following standard terms and conditions of employment:

Your appointment will be with effect from **15 July 2024**.

1. You must report for work on or before the date indicated above or else any change in the date of joining must be mutually agreed to.
2. You will be paid a total monthly gross salary as mentioned in the enclosed salary structure (Annexure).
3. **Working Hours & Holidays:** You will follow the working hours and holiday calendar of the organization as per policy, amended from time to time. However, employees deployed at client sites are required to abide by the working hours and holiday calendar of the client's Work Location/Business Unit, as may be informed from time to time.
4. **Background verification & Reference:** This offer is subject to positive reference check and background verifications, to be conducted.
5. **Posting & Transfer:** Your place of work would be **Mumbai** India. Your services are transferable to any department, branch office or establishment of the Company or its associates, subsidiaries, clients etc anywhere in India or abroad, in existence or in future.
6. **Effect of Re-organization:** You agree that if there is any reorganization of the Company, your employment shall stand modified to such other entity as the board of directors of the Company may determine
7. **Training:** The Company has the right to send you for further training anywhere in India.
8. **Probation:** You will be on probation for a period of 6 months from the date of your joining. This period is liable to be extended at sole discretion of the management. Your conduct and working shall be governed by Wysetek rules & regulations.

Wysetek Systems Technologists Private Limited  
1701 & 1702, 17th Floor, D-Wing, Lotus Corporate Park, Graham Firth Compound, Off Western Express Highway,  
Goregaon (E), Mumbai - 400063 | Tel: +91-22 4918 5900 | CIN: U72900MH1996PTC102214  
ISO 9001:2015, 27001:2013, 20000-1:2018 Certified Company

9. **Other Employment:** You will be a full-time employee of the Company and will not engage yourself elsewhere directly or indirectly for any work either honorary or for remuneration without prior written permission from the Company.
10. **Attendance:** If you remain absent for eight consecutive days without prior permission in writing or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned, from your superiors, your services shall automatically come to an end and it will be presumed that you have abandoned the employment of your own accord. Under such circumstances, the Company will terminate your services without any notice or intimation.

**11. Other Duties of the Employee:**

- 11.1. You will abide by the Company's rules, regulations policies and procedures which are in force from time to time and applicable to you. Non-compliance of any of the terms of appointment and Company rules will invite disciplinary action;
- 11.2. You shall make full and true disclosure in writing to the Company of any direct or indirect interest or benefit that you derive/likely to derive in connection with any contractual arrangements of the Company. You shall also first obtain the consent of the Company before accepting such direct or indirect interest or benefit;
- 11.3. If you become aware of any fact which may relate to or affect the Company or any trade or business in which the Company is for the time being interested, you shall forthwith communicate the same in writing to the Company giving full particulars of the matters of which you are aware;
- 11.4. You shall not knowingly at any time make any untrue statement in relation to the Company and in addition shall not after the termination of the employment, represent yourself as being employed by or connected with the Company.
12. **Indemnity:** Without prejudice to any other right available to the Company in law or under equity, you shall be liable to compensate and indemnify, defend and hold harmless the Company, its affiliates, their directors, officers and employees, from and against losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) based upon, arising out of, or in relation to or otherwise in respect of breach of your obligations under this letter agreement.
13. **Incapacity:** If you are at any time incapacitated or prevented by illness, injury, accident or any other circumstances beyond your control (such incapacity or prevention being hereinafter referred to as "**Incapacity**") from discharging in full your duties for an aggregate period of more than one hundred and twenty working days in any period of twelve consecutive months, the Company may by notice in writing to you, given at any time whilst the Incapacity continues, cease payment in whole or in part of the salary payable hereunder on and from such date as may be specified in the notice until the Incapacity ceases.



**14. Termination:**

- 14.1.** Your employment will continue until termination in accordance with the terms of this agreement, emplacement duration or death whichever is earlier.
- 14.2.** If you wish to resign from the services of the Company, you will need to provide three months' notice. The Management reserves the right to accept payment which is equal to your three month's gross salary in lieu of notice and can insist to serve the full notice period.
- 14.3.** The Company has the right to terminate your services by giving one month's notice or gross salary in lieu of the same without assigning any reasons thereof.
- 14.4.** Notwithstanding anything contained herein, in case you are found guilty of misconduct, including but not limited to dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by the Company to be detrimental to Company's interests, or clients' interest or violation of one or more terms of this letter agreement, your services may be terminated with immediate effect, by a notice in writing (without salary in lieu of notice).
- 14.5.** Upon termination of your employment for whatever reason, the Company shall not be obliged to make any further payment to you beyond the amount of any sums actually accrued on the date of termination and unpaid and the Company shall be entitled to offset and deduct from any such sums all and any amounts from time to time owing by you to the Company.
- 14.6.** The Company reserves the right to suspend you on full pay for any period if, by reason of a requirement to investigate your conduct or for any reason whatsoever, the Company considers it in the best interests of the Company so to do.
- 14.7.** If your employment is terminated by reason of the liquidation of the Company for the purposes of amalgamation or reconstruction and you are offered employment with any concern or undertaking resulting from such amalgamation or reconstruction, you shall have no claim against the Company in respect of the termination of you by the Company hereunder.

**15. Performance Review:** Any salary increments, promotions will be at the sole discretion of the Company, however subject, to your overall performance.

**16. Property:** You will be responsible for safekeeping and return in good condition and order all or property, which maybe in your use, custody and charge.

**17. Intellectual Property Rights:** You agree and acknowledge that all rights in the intellectual property of any nature whatsoever, including intellectual property which you solely or jointly conceive or develop or reduce to practice or cause to be conceive or developed or reduced to practice, during your employment ("IPR"), shall only belong to the Company and you shall have no such IPR. You shall, from time to time as may be requested by the Company, do all acts, deeds and things, including execution of necessary documents without charge or compensation, for fully and effectively vesting the IPR in the Company.

**18.** You acknowledge that the employment and the remuneration paid the Company to you is a good, valuable, and adequate consideration, to be bound by the terms and conditions of this letter agreement including the assignment of the IPR.

## **19. Conflict of Interest and Non-Disclosure**

- 19.1.** While employed by the Company, you shall devote your full working time to the Company's affairs and shall faithfully and diligently serve Company's interests. You shall not accept any other employment, part-time or otherwise, or engage in any commercial business or pursuit on your own account or as an agent for others unless specifically approved in writing by the Company.
- 19.2.** You recognize and acknowledge that in order to enable the Company to perform services for its clients, such clients and/or third parties may furnish to the Company, Confidential Information; that the goodwill afforded to the Company depends upon, among other things, the Company and its employees keeping such services and information confidential.
- 19.3.** You would also recognize and acknowledge that the Confidential Information is and shall remain the property of the Company. Nothing contained in this letter agreement shall be construed as granting any rights either as a licensee or otherwise in the Confidential Information.
- 19.4.** You agree and undertake that, except as directed by the Company, you will not at any time, whether during or after your employment with the Company, disclose to any person or use any Confidential Information, or permit any person to examine and/or make copies of any documents which contain or are derived from Confidential Information, whether prepared by the Company or otherwise coming into your possession or control without the prior written permission of the Company.
- 19.5.** In the event you are unsure of the nature of certain information, you undertake to treat such information as Confidential Information unless specifically informed to the contrary by the Company
- 19.6.** You agree that this letter agreement including the compensation details mentioned herein or any part thereof is a confidential subject matter and should not be discussed by you with any other employee except the Human Resource department before or during your employment with the Company.
- 19.7.** "Confidential Information" shall mean data and information which is confidential and proprietary in nature, of the Company and/or its affiliates and/or pertaining to any third parties with which the Company and/or affiliates have relationships, and disclosed to or obtained by the employee or to which the employee has access in the course of [his/her] Employment or that is generated by or utilized in the operations of the Company and/or its affiliates and whether produced or reproduced in graphic, written, electronic or machine-readable form or any media or orally and whether or not the information is expressly stated to be confidential or marked as such and includes, but is not limited to information of value or significance to the Company and/or its affiliates and/or its competitors (present or potential).

## **20. Non-Competition**

- 20.1.** You also agree that whilst you are an employee of the Company and for Six months after termination of employment for any reason, or from the entry by a court of competent jurisdiction of a final judgment enforcing these restrictions, whichever is later, you will not directly or indirectly compete with the business of the Company from time to time.
- 20.2.** The non-compete period referred to herein shall be extended by the length of time during which you shall have been in breach of the provisions of this Clause.

**21. Non-Solicitation of Employees and Clients**

**21.1.** The Company values its employees and requires fair protection from the loss of those employees. Both during your employment with the Company and for a period of two years following the date of termination of your employment, for any reason, you shall not, directly or indirectly, solicit any other Company employee to leave the Company's employment; solicit or undertake employment with any client of the Company or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; as an employee, contractor or sub-contractor of any company, competitive products or services to Company clients or prospective clients with which you had any contact during your employment with the Company

**21.2.** "Any contact" means and includes but not limited to any one or more of the following levels of contact: (a) involvement in a bid or contract proposal; or (b) oral or written communications with client or prospective client; or (c) one on-site visit to the client or prospective client; or (d) participation in interviews with the client or prospective client; or (e) identification as a key resource for the client or prospective client proposal.

**21.3.** You agree that the restrictions contained in this Clause on 'Non-Compete and Non-Solicitation' are reasonable in order to protect the respective legitimate business interests of the Company and all defences as to the reasonableness of such restrictions are hereby waived by you and the Company.

**22. Computer and Internet Usage:** You shall comply with the Company's systems security policy and other security policies, which may be updated from time to time to consider current legislation and business requirements. Additional information on these policies will be provided to you.

**23. Retirement:** Your retirement from the services of the Company will be affected on your attaining of superannuation (presently fifty-eight years).

**24. Modification.** The Company reserves its right to amend or vary terms of this letter agreement from time to time.

**25. Survival of Obligations.** Any provision or covenant of this letter agreement, which expressly, or by its nature, imposes obligations beyond the expiration, or termination of this Agreement, shall survive such expiration or termination. Without prejudice to the generality of the foregoing statement, the Clauses relating to termination of this letter agreement, conflict of interest and non-compete and intellectual property shall survive the termination of the expiration or termination of this letter agreement.

**26. Assignment.** You acknowledge and agree that the Company may assign any of its rights under this letter agreement to any person or entity. This letter agreement is not assignable by you.

**27. Severability:** The invalidity of any one or more of the aforesaid terms shall not affect the validity of the remaining terms of the letter and such remaining terms shall be fully enforceable.

**28. Supersession:** This letter agreement supersedes all previous understandings, or agreements, oral or written, between you and the Company.

**29. Counterparts:** This letter agreement may be signed in any number of counterparts, each of which is an original and all of which, taken together, constitutes one and the same instrument.

**30. Dispute Resolution:** Any dispute between yourself and the Company must be resolved amicably. In case, the dispute is not settled mutually then the same must be referred to a sole arbitrator. In the event you and the

Company are not being able to concur on the appointment of a sole arbitrator, then each of them shall be entitled to appoint an arbitrator each and the two arbitrators so appointed shall appoint the third arbitrator. The award of the arbitrator shall be final and binding on you and the Company. The place of arbitration shall be in Mumbai and the language to be used in the arbitral proceedings shall be English. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any enactment, modification or re-enactment thereof and by the laws of India.

**31. Governing Law and Jurisdiction:** This letter agreement shall be interpreted and governed in all respects by the laws prevailing in Mumbai, India without regard for conflict of laws principles. The exclusive jurisdiction of the courts located in India alone and no other courts shall be entitled to entertain and try any dispute or matter relating to or arising out of this letter agreement.

**32. Code of Conduct:**

**32.1.** Your adherence to the Wysetek Systems Technologists Private Limited Policies and Procedures is vital to your success. When you sign this letter of appointment, you are agreeing to thoroughly familiarize yourself with the Wysetek Systems Technologists Private Limited Policies and you are agreeing to abide by them.

**32.2.** You also agree that after commencement of employment with us, to access the Human Resources Website and ensure compliance as mentioned in the new hire section. Additionally, from time to time, Wysetek Systems Technologists Private Limited will communicate important information about its policies by way of electronic mail notification and/or the Wysetek Systems Technologists Private Limited intranet.

By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

We are confident about your abilities and sincerely hope to establish a mutually rewarding relationship. Please sign this letter and the additional terms and conditions forming the part of the employment letter, at the designated area and return the copy to our office as acceptance of your employment offer. All of us at Wysetek Systems Technologists Private Limited wish you good luck in your new assignment and extend a very warm welcome to our organization.

**With Best Wishes,  
For Wysetek Systems Technologists Private Limited**

Rajesh Madhav Mathkar

Digitally signed by Rajesh Madhav Mathkar  
DN: cn=Rajesh Madhav Mathkar, o=Wysetek Systems Technologists Private Limited, email=rajesh.mathkar@wysetek.com, c=IN  
c=IN, o=Wysetek Systems Technologists Private Limited, email=rajesh.mathkar@wysetek.com, c=IN

**Rajesh Mathkar  
Director**

**ACCEPTANCE OF APPOINTMENT**

I, **Satwik Suresh Shetty** accept all the above terms and conditions of Employment.

Signature of Employee

Date:



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234322885/Mumbai**  
**Date: 09/09/2024**

Ms. Shalaka Rakesh Vengurlekar  
D/102, Mayuresh ParkLake Road,  
Bhandup West,  
Mumbai-400078,  
Maharashtra.  
Tel# 91-9821432121

Dear Shalaka Rakesh Vengurlekar,

**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** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234322885**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹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.

**TCS Confidential**

**TCSL/CT20234322885**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.





## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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

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**TCSL/CT20234322885**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

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.

## **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required



- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. 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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10

662



## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.





(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Shalaka Rakesh Vengurlekar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Performance Bonus*	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>	<b>27,415</b>	<b>3,36,877</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234713900/Mumbai**  
**Date: 16/07/2024**

Mr. Shubham Soni Nath  
F-202,Vrindavan Heights, Sector-6Vasai Nalasopara Link Road,  
Near Dmart,  
Vasai-401208,  
Maharashtra.  
Tel# 91-8767251892

Dear Shubham Soni Nath,

**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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1** .You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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 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.

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**TCSL/DT20234713900**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## **COMPENSATION AND BENEFITS**

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- 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.

### **House Rent Allowance (HRA)**

Your HRA will be ₹7,500/- 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.

### **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.

### **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **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.

### **Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay

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only Voice and Internet Data related expenses in your name

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹4,300/-. 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.

### **Performance Bonus**

Your Performance Bonus will be ₹3,100/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project location, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

## **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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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## 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.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

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### **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

### **2. 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.

### **3. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **4. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

### **5. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **6. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **7. 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.

### **8. 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.

### **9. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **10. 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.

#### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

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

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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.

## **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of



your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer.

For more details on BGC documents submission, please refer to Offer Letter point Submission of documents.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

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10

682



You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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12

684



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Shubham Soni Nath</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,932	3,23,184
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>4) City Allowance</b>	400	4,800
<b>TOTAL GROSS</b>	<b>52,254</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,932</b>	<b>3,23,184</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

## EMPLOYMENT AGREEMENT

**Employee Name:** Vrushti Shah

**Emp Code :** E2101

**Location:** Mumbai - HO

**This EMPLOYMENT AGREEMENT** is made at Mumbai on this **12 June, 2024** by and between

**MINTIFI FINSERVE PRIVATE LIMITED**, a company incorporated under the Companies Act, 2013 and having its registered office at Times Square, Unit No. 3(B), 2<sup>nd</sup> Floor, Opp. Mittal Industrial Estate, Andheri-Kurla Road, Marol, Andheri East, Mumbai (hereinafter referred to as the "Company", which expression shall include its successors and permitted assigns); and

**Vrushti Shah** having a permanent address At 4-21-C, Vyom CHSL Ashok Chakrvarti Road Near Damodarwadi Zalawad Nagar Mumbai - 400102 (Hereinafter Referred To As "Employee"). Each of Company and the Employee shall hereinafter be referred to individually as a "**Party**" and collectively as "**Parties**".

### WHEREAS:

- (A) The Company has offered and employed the Employee in the capacity of **Data Analyst - Sales** in the Company from the Effective Date (*defined below*), and the Employee has accepted such offer to be employed by the Company in such capacity.
- (B) The Company and Employee are desirous of setting forth in writing the terms and conditions of such employment.

**NOW, THEREFORE**, in consideration of the mutual covenants, and agreements hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Employee intending to be legally bound, hereby agree as follows:

### 1. INTERPRETATION

- 1.1 In this Agreement, where the context admits (i) terms defined in the introductory paragraphs and the recitals shall have the same meanings throughout this Agreement; and (ii) the following terms shall have the following meanings (including in the recitals):

"**Agreement**" and "**this Agreement**" shall mean this agreement entered into between the Parties including all attached Annexure and instruments supplemental to or amending, modifying or confirming this Agreement, in accordance with the provisions of this Agreement

**Mintifi Finserve Private Limited**

 Time Square Building, Andheri - Kurla Rd, Chimatpada, Marol, Andheri East, Mumbai, Maharashtra 400059

CIN - U65990MH2018PTC304289

 022- 66981240

 help@mintifi.com

**“Confidential Information”** includes any trade/business secret, Intellectual Property, technical knowledge or know-how, financial information, plans, customer lists, pricing policies and procedures, marketing data, product data, any formula pattern or compilation of information used in the business of the Company or any of the Group Company or any other information disclosed in circumstances where the Employee would reasonably understand that the disclosed information would be confidential or is prepared or performed by or on behalf of the Company by the Employee or any other employees of the Company.

**“Effective Date”** shall have the meaning given to such expression in Clause 2 of this Agreement;

**“Group Company”** includes the Company, its parent company, its subsidiary company and any affiliate(s) thereof;

**“Intellectual Property”** means and include ideas, concepts, creations, discoveries, inventions, improvements, know how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, works of authorship, drawings, models, sketches, formulas, teaching techniques, proprietary techniques, research projects, other confidential and proprietary information, databases, data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, whether or not copyrightable or patentable, and any registrations, applications for registration or rights to apply for registrations with respect to any of the foregoing; or any written or verbal instructions or comments of the Company and/or any Group Company’s and/or their respective clients;

**“Policies”** has the meaning assigned to it in Clause 17.1 of this Agreement; and

**“Term”** has the meaning assigned to it in Clause 2 of this Agreement.

**“Termination Date”** shall mean the date from which termination of the Employee’s employment is effective.

## **1.2 In this Agreement, where the context admits:**

- 1.2.1 References to any statute or statutory provisions include a reference to the statutory amendments thereof or to any statute or statutory provisions that replace the same as well as the rules framed thereunder;
- 1.2.2 References to a “person” includes any individual, company, other body corporate, corporation sole or aggregate, government, state or agency of a state, firm, partnership, joint venture, association or organisation (in each case, whether or not having separate legal personality and irrespective of the jurisdiction in or under the law of which it was incorporated or exists); and



- 1.2.3 Any reference to “writing” shall include typewriting, printing, lithography, photography, telex, facsimile and the printed-out version of a communication by electronic mail and other modes of representing or reproducing words in a legible form.

## **2. APPOINTMENT**

- 2.1 The Company offered employment to the Employee in the position set out under recital (A) above and the Employee agreed to be employed with the Company in this capacity. The Employee has been in the employment of the Company with effect from **12 June, 2024** (the “Effective Date”) and the employment will continue unless terminated in accordance with the provisions of Clause 11 herein (“Term”). Notwithstanding the foregoing, the Company may assign new responsibilities and shall have a right to change the Employee’s position to such other roles as the Company may at its sole discretion determine and also change the duties associated therewith.
- 2.2 The Company may, at its discretion, conduct a background check and a medical test on the Employee and the Employee agrees and consents to the aforesaid background check and medical test being made and the employment of the Employee with the Company is subject to the satisfactory completion of the same.
- 2.3 The Employee warrants that, by entering into this Agreement and performing his/ her obligations hereunder, the Employee will not be in breach of any terms or obligations or undertaking under any subsisting arrangement or agreement, written or oral, express or implied, with any third party.
- 2.4 The Employee shall be on probation for a period of Six (6) months from the Effective Date. During such probation period, the Company may, at its discretion, terminate the Services of the Employee, at any time without any notice and without assigning any reason whatsoever. During the probation period, if the employee would like to terminate this Agreement, he would have to provide 45 days’ notice period. Upon completion of the period of probation, the Company shall after reviewing the Employee’s performance, either confirm the employment of the Employee on the same terms and conditions or terminate the Services of the Employee or have the right to extend the period of probation, if required.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234290312/Mumbai**  
**Date: 13/07/2024**

Ms. Yukta Arun Wagh  
B-304, Vikas Sankalp, Plot No. 17,  
Nnp, Dindoshi, Goregaon East,  
Mumbai-400097,  
Maharashtra.  
Tel# -

Dear Yukta Arun Wagh,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**

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Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory

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**699**



during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### **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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.



## **10. 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 in this offer letter.

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. 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.

## **11. 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.

## **12. 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.

## **13. 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.



#### **14. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **15. 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.

#### **16. 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.

#### **17. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### **18. 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

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8

702



documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. 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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Yukta Arun Wagh</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Applicant ID:** 7725340

**Name:** Christopher Roach

**Mobile No.:** 8424005048

**Email ID:** christopherroach364@gmail.com

**College / University:** Fr. Conceicao Rodrigues College of Engineering, Bandra, Mumbai

**Degree / Branch:** B.E. ECS

Dear **Christopher**,

It was great interacting with you during the campus interview process. We are pleased to let you know that you have cleared our selection process, accordingly we intent to offer you to be a part of the Zycus family.

Your intended designation would be **Trainee - Business Development** at Grade **4A** and we intend to offer you an annual compensation of **INR 6,50,000**.

Please note that this is not a formal offer letter. We will issue a formal offer letter to you on the date of your joining and post successful completion of your final semester degree/diploma examination if any.

Further at the time of joining Zycus, you shall be required to complete the joining formalities, which includes acceptance of employment terms and conditions and other agreements.

**For Zycus Infotech Pvt. Ltd**

**Authorized Signatory**

**Sanju Laitonjam**  
**Director – Talent Acquisition**

**Authorized Signatory**

**Niharika Spencer**

I hereby accept the Letter of Intent and the terms and conditions provided in this letter.

**Name:** Christopher Roach

**Date:**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20235101400/Mumbai**  
**Date: 20/03/2024**

Mr. Lloyd Jose  
A/C-112, Ashok Nagar, Uttan Road, Bhayandar(West).Uttan Road,  
Dutta Mandir Lane,  
Thane-401101,  
Maharashtra.  
Tel# -

Dear Lloyd Jose,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/DT20235101400**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹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.

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary



increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## 16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



complete 60 years of age, 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**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

#### **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.

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**9**

**723**





- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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10

724



offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **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.

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**TATA CONSULTANCY SERVICES**

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11

725



(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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Lloyd Jose</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Applicant ID:** 7724614

**23 May 2024**

**Jonathan Joseph**

C/6, Kashmiri Jyot Bldg Temba road  
Near Maxus mall Bhayandar West  
Thane, Maharashtra - 401101

**Mobile:** 7045696283

**Email:** reachjonathan21@gmail.com

**Location:** Mumbai

**Department:** Business Development

Dear Jonathan,

In response to your application and subsequent interviews, we are pleased to offer you the position of **Trainee - Business Development (Grade: 4A)** in our organization. Remuneration details are given in Annexure - 1 to this letter. You shall join the company on or before **04 June 2024**.

Zycus would be pleased to have you as a member of the team. We look forward to your fruitful association and a successful career with the company.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to Zycus's employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Offer Letter.

For Zycus Infotech Pvt. Ltd

**Sanju Laitonjam**

**Associate Vice President - Talent Acquisition**

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter.

I shall report for duty on the above mentioned joining date.

**Date:**

**Name:** Jonathan Joseph

**Signature:**

**Encl:** Annexure - 1 – Remuneration Details

## ANNEXURE - 1

### REMUNERATION DETAILS

Salary Components	Value Per Month (INR)	Value Per Annum (INR)
Basic	19,792	2,37,500
HRA	9,896	1,18,750
Special Allowance	7,596	91,150
Children Education Allowance	0	0
LTA	0	0
Meal Coupon	0	0
WFH Allowance (C&C)	500	6,000
Employer's Contribution to PF	1,800	21,600
<b>Fixed CTC</b>	<b>39,583.33</b>	<b>4,75,000</b>
Night Shift Allowance**		75,000
<b>Total Fixed CTC</b>		<b>5,50,000</b>
Performance Linked Incentive*		1,00,000
<b>Total CTC</b>		<b>6,50,000</b>

(\*) Performance Linked Incentive would be payable to you as per your "Variable Pay Plan" based on achievement of targets.

(\*\*) Night Shift Allowance is applicable only for ANZ and US region shifts.

Apart from the above, employees are entitled to following benefits as per the policy of the company:

1. Employer's Contribution to ESIC (Wherever Applicable)
2. Gratuity as per the Payment of Gratuity Act, 1972.

Other benefits which are provided at the discretion of the management are:

3. Medical Insurance Policy of INR 400,000/- (Rupees Four Lakh Only)
4. Personal Accident Insurance Policy of INR 100,000/- (Rupees One Lakh only)

For Zycus Infotech Pvt. Ltd

**Sanju Laitonjam**  
Associate Vice President - Talent Acquisition

Reviewed By

Agreed & Accepted By

**Jonathan Joseph**



## **EMPLOYMENT AGREEMENT**

**Employee's Name: Jonathan Joseph**

For the clauses mentioned herein below the meaning of the words "inventions", "works" and "confidential information" shall mean and include the following definition respectively.

**"Inventions"** means any new or useful art, discovery, new contribution, finding or improvement (including without limitation any technology, computer programs, test, concept, idea, apparatus, device, mechanism, equipment, machinery, process, method, composition of matter, formula or technique), whether or not patentable, and all know-how related thereto, that has been made, created, developed, written or conceived by me (i) in the course of my employment, (ii) relating to the actual or anticipated business of the Company, or (iii) with the use of the Company's time, material, proprietary information or facilities.

**"Works"** means any materials for which copyright protection may be obtained, including without limitation computer programs (including designs, pseudo-code, prototypes, blueprints, internet software and applets) that has been made, created, developed, written or conceived by me (i) in the course of my employment, (ii) relating to the actual or anticipated business of the Company, or (iii) with the use of the Company's time, material, proprietary information or facilities.

**"Confidential Information"** means information (i) disclosed to or known by you as a consequence of your employment with the Company, (ii) not generally known to others outside the Company, and (iii) which relates to the trade secrets or otherwise to the research, development efforts and methodologies, testing, engineering, manufacturing, marketing, sales, finances or operations (including without limitation any processes, formulae, methods, techniques, devices, know-how, manufacturing processes, customer lists, sales statistics, tactics and projections, marketing strategies and plans, and personnel information or data) of the Company or of any other party including but not limited to customers' existing or old, prospects, partners, vendors, distributors, licensors which has entrusted such information to the Company in confidence.

**"Notice Period"** - If your grade is 5b or below at the time of termination or resignation, then you shall serve a Notice Period of 2 months. Similarly, if your grade is 6a or above at the time of your termination or resignation, you shall serve a Notice Period of 3 months.

**"Indirectly"** means by observing any work around of joining any other organization or not working for any organization for certain time period and then joining Company's Active Partner or any Competitors within a period of one year from the date of leaving Zycus's employment.

**"Company's Active Partner"** means those entities which have done business with Zycus in the past Three (3) years before termination (resignation) of employee's employment with the Company and have earlier executed agreement with the Company to work as partner on Company's customers and potential prospects related projects/deals. It shall also include affiliates and subsidiaries of such entities.

**"Competitors"** means all those entities which are currently mentioned in the Gartner's magic quadrant report for Contract Life Cycle Management (CLM), Strategic Sourcing Application suites and P2P Suites and shall also be construed to include all those entities which would be present in the Gartner's magic Quadrant at the time of termination of the employee. This shall also mean to include any other legal names of those entities and their respective parents, sister concerns subsidiaries, affiliates, related entities, joint ventures and each of its and their predecessors, successors, and also include any change of name if taken place in future and shall apply to any such geographical location wherein those entity as mentioned in the said list has its place of business or produces, sells or markets its goods and services by any other name whether known or not known.

The words “you”, “me”, “I” mentioned here in this agreement refer to the employee.

1. You will be on **training** for a period of **18 months** and may be confirmed as permanent employee upon successful completion of your training period. The Company reserves the right to terminate your employment by giving a 15 days' written notice during this training period.
2. Our offer to you as trainee employee is subject to your executing the necessary documents, including the training agreement. You will be required to complete the formalities of the agreement at the time of joining. The agreements mention the scope, terms and conditions and necessary training and contractual obligations of your employment with the Company.
3. Depending on the business needs, resource allocation strategy and/or organizational restructuring of the Company, you may be transferred to any department or required to work in different shifts or any office/establishment (forming part of the Company or any sister concern), whether already in existence or which may come into existence in future, anywhere in India.
4. You will not, without our previous written permission, carry on any business, trade or profession, or enter for any part of your time, in any capacity, the services of or be employed by any other firm, company, or person. You will devote your full time and attention to your duties to promote the interests of our organization.
5. The company reserves the right to terminate your employment during the said training period (i) by providing fifteen days' notice to you or (ii) as per clause No. 6 mentioned in the Training Agreement signed by you. After completion of training period, the company reserves the right to terminate your employment by giving a written termination notice of the period applicable to you as per the Notice Period or payment of the said period i.e. salary, thereof. Further, if you choose to leave the company after the completion of your training period, you are required to serve the applicable 'Notice Period'. If you fail to serve the required Notice Period, it shall be construed as a material breach of this agreement on part of the employee.
6. Notwithstanding anything mentioned under the training agreement, if you chose to resign from the Company under the clause 6(b) of the Training Agreement, apart from your obligation for Default under the Training Agreement, you are also required to serve a Notice Period of two months from the date of your resignation. You shall be responsible to perform such jobs within the company as may be directed by the management during the Notice Period.
7. Notwithstanding anything mentioned under the training agreement, your absence for a continuous period of eight days or more (including absence when on leave though applied for and not granted) would make you lose your lien on the job and your services shall automatically come to an end without any notice or intimation to you by the management. The management will presume that you have abandoned the employment on your own accord and this shall be construed as material breach of the Agreement and you shall be liable to pay the agreed compensation amount as mentioned in the training agreement. If you abscond or leave the employment, after the training period without serving the required Notice Period, it shall be construed as material breach of this agreement and you shall be liable to indemnify the company for any loss caused to the company, which shall not be only limited to the applicable salary in lieu of Notice Period, and no other payment will be made by the company whatsoever.
8. Leave salary will be paid according to the rules of the company.
9. At the discretion of the Company, and as indicated in the offer letter you may be entitled to receive any joining bonus or relocation bonus or any notice pay amount for buying out notice period related to your previous organization. You hereby accept that the Company would be put to substantial financial loss, inconvenience, loss of resources in the event you leave the Company within a period of one year from your date of joining. Hence, notwithstanding any other rights of the Company under this Agreement, if your employment is terminated, within a period of one year of your joining (whether or not after serving the Notice Period), you shall refund to the Company any such amount paid to you. The Company also reserves the right to set-off any such refund due from your end to the Company from any salary which may be due to you from the Company.
10. You will not give to any person or persons, by word of mouth or otherwise, any particulars or details of our technical know-how (including computer data in any form), security arrangements, administrative and/or organizational matters, whether confidential, secret or otherwise,

either during the employment with us or afterwards, which you acquire during the course of your employment.

11. You will abide by the rules and regulations and Company Policies and procedures, code of conduct applicable to you as employee of the Company, which are in force for the time being or may be framed from time to time. The Company reserves the right to update or amend the terms and condition of this Agreement for safeguarding the interest of the Company.
12. If at any time during your employment you are found guilty of any act of misconduct or any breach or continuous negligence to the terms of this Agreement or any act involving moral turpitude committed by the employee, or deliberately made loss to the Company, or dereliction of duties, Violation of Company's code of conduct and disciplinary policy, disobedience of the instructions given to you from time to time, the management may, without notice, put an end to your service and terminate the employment with the Company. It is further clarified that in the event of such termination, the Company shall not be liable to any salary or compensation in lieu of the Notice Period.
13. You shall inform in writing to the Company any change of your address.
14. In order for Zycus Infotech Pvt. Ltd. and its direct and indirect affiliates, subsidiaries (herein collectively referred to as the "Company") to maintain a competitive edge, the Company must protect its inventions, discoveries, works of authorship and its proprietary technical and business information. Therefore, I, further agree as follows:
  - a. I will promptly disclose to the Company in writing, all Inventions and Works which are conceived, made, discovered, written or created by me alone or jointly with someone else on the Company's time or on my own time, while I am employed by the Company.
  - b. All Works created by me, alone or with others, shall be deemed "works made for hire" under the copyright laws and shall be owned by the Company.
  - c. I hereby assign to the Company all of my rights in all Inventions, and in all Works to the extent such Works may not, by operation of law, be works made for hire.
  - d. I will give the Company all assistance it reasonably requires to perfect, protect, and use its rights to Inventions and Works. In particular, I will sign all documents, do all things, and supply all information that the Company considers necessary or desirable to transfer or record the transfer of my entire right, title and interest in Inventions and Works; and to enable the Company to obtain patent, copyright, or other legal protection for Inventions and Works. Any out-of-pocket expenses will be paid by the Company.
  - e. An invention for which none of the Company's equipment, supplies, facilities, or Confidential Information was used and which was developed entirely on my own time is exempted from these terms and conditions so long as it: (a) does not relate in any way to the Company's business, or to the Company's actual or demonstrably anticipated research and development; and (b) does not result in any way from my work for the Company.
  - f. I will never disclose orally, electronically or in any other manner or use any of the Confidential Information for the benefit of myself or another, unless directed or authorized in writing by the Company to do so.
  - g. I understand that if I possess any proprietary information of another person or company as a result of prior employment or otherwise, the Company expects and requires that I will honor any and all legal obligations that I have to that person or company with respect to proprietary information, and I will refrain from any unauthorized use or disclosure of such information. I hereby declare that during the course of my employment with Zycus (I) I shall not directly or indirectly transmit, compile, decompile nor store as soft copy or hard copy within the computer system or network of Zycus any confidential information of my previous organization (II) I shall not bring or carry any confidential information of my previous organization in any other storage medium as soft copy or as hard copy. I further declare that there are no restrictive or conflicting covenants in my previous organization's employment terms and conditions which restrict me to join this Company or conflicts to perform the services for this company. "Previous organization" as referred in this clause shall mean to include all those organization (before joining Company/Zycus's employment) which the employee might have directly or indirectly served whether in the capacity as an employee, officer, director, partner, manager, consultant, agent or owner (other than a minority shareholder or other equity interest of not more than 1% of a company

whose equity interests are publicly traded on a nationally recognized stock exchange or over-the-counter)

- h. All documents and other tangible property relating in any way to the business of the Company are the exclusive property of the Company (even if I authored or created them). I agree to return all such documents and tangible property to the Company upon termination of employment or at such earlier time as the Company may request me to do so.
- i. During my employment, neither I nor members of my immediate family will have financial investments or other interests or relationships with the Company's customers, suppliers or competitors which might impair my independence of judgment on behalf of the Company. I also agree not to engage in any competitive activity against the Company, and will avoid any outside activity that could adversely affect the independence and objectivity of my judgment, interfere with the timely and effective performance of my duties and responsibilities to the Company, discredit the Company or otherwise conflict with the Company's best interests.
- j. During my employment, and for one year after termination of employment with the Company, I will not persuade, induce, or attempt to induce any past or current customer of the Company (other than government agencies and regional, national or international telephone carriers or national retailers) whose identities as such were first made known to me or with whom I first had direct contact in the course of my employment (a) to stop doing business with or through the Company, or (b) to do business with any other person, firm, partnership, corporation or other entity that provides products or services materially similar to or competitive with those provided by the Company, as I understand that the actual or potential customers of the company are confidential information, hence, I should keep the same secret and should not disclose the same to any third party nor use the same information to derive or provide to any third person any independent economic value in conflict with the interest of the company.
- k. During my employment at the Company and for one (1) year after termination of employment, I shall not, directly or indirectly, induce or attempt to induce any employee of the Company to accept employment or affiliation with another firm or entity of which I am an employee, owner, partner or consultant.
- l. The employee hereby acknowledges that by working here in the Company the employee gets acquainted with the Confidential Information and trade secrets of the Company related to its customers, partners and prospects and, further, the employee also gets an in-depth knowledge about Company's know how. The employee is aware that, as applicable according to the job profile, the employee will also be given an opportunity to work on live customer projects along with Company's partners and/or to develop/design/test/implement the products of the Company and its enhancements as per Company's requirement. The employee further accepts, agrees and admits that the nature, quality and number of productive hours spent on inducting the employee and providing on-job training and the handholding to impart Company's know how and Confidential Information on the employee, in order to groom the employee in performing its responsibilities and duties efficiently in the Company, is generally not found in or is available with or imparted by any other similar source as such knowledge and/or training is designed to satisfy the exclusive requirements of the Company and the opportunity to gain access to these knowledge and/or training is solely provided to the employees of this Company. The employee will be provided intensive training by the senior employees who will invest their productive hours in providing periodic feedback on the employee's performance. That upon providing such handholding the employee will be of significant value to the Company as a result of the cost and resources invested by the Company in the employee. The employee is further aware that the Company would earn considerable revenue by hiring out computer time instead of imparting such knowledge there on to the employee. The employee therefore agrees that in the event if he/she directly or Indirectly engages or joins any Company's Active Partner or Competitors in any capacity whether in the capacity as an employee, officer, director, partner, manager, consultant, agent or owner within a period of one year, post leaving (termination by Company or resignation) of Company's employment, then the employee shall pay its 6 months' salary as compensation to the Company. Salary here shall mean the last draw salary by the employee at the time of leaving employment. The



employee acknowledges that the above compensation which is required to be paid by the employee is just and fair considering the substantial cost which the Company may incur as a result of loss caused to the Company, transfer of Company's knowledge and know-how to any of the Company's Active partners or Competitors, the replacement cost for hiring and grooming another employee resulting into increase in investment cost of Company, the business impact on the Company in relevance to its customer and potential projects/deals. The employee further acknowledges that the salary being paid to the employee is fair and sufficient consideration for employee's acceptance to this clause. It is hereby further clarified that if the employee after leaving Company observes a cooling period of one year and thereafter if the employee joins Company's Active Partner or any Competitors then the employee is not required to pay any such compensation to the Company. It is further clarified that if the Company terminates the employee during the first 45 days of the training period and the Employee joins any Competitor after such termination then the employee will not be liable to pay the compensation mentioned under this clause.

15. If a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions will nonetheless be enforceable according to their terms. Further, if any provision is held to be overbroad as written that provision should be considered to be amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and enforced as amended.
16. The Company may assign its rights under this Agreement to any successor in interest, whether by merger, consolidation, sale of assets, or otherwise. This Agreement shall be binding whether it is between me and the Company or between me and any successor or assigns of the Company.
17. Nothing in this Agreement prevents or limits the Company from terminating my employment at any time for any reason. I understand and agree that there exist no promises or guarantees of permanent employment or employment for any specified term by the Company.
18. This Agreement shall be governed by and construed in accordance with the laws of India, without reference to conflict of laws and principles. Any disputes under this Agreement shall be subject to the exclusive jurisdiction and venue of the Courts of Mumbai, and the parties hereby consent to the personal and exclusive jurisdiction and venue of these Courts.
19. I understand that this Agreement along with the training agreement contains the entire agreement and understanding between the Company and me with respect to the provisions contained in this Agreement, and that no representations, promises, agreements, or understandings, written or oral, related thereto which are not contained in this Agreement will be given any force or effect. No change or modification of this Agreement will be valid or binding unless it is in writing and signed by the party against whom the change or modification is sought to be enforced. I further understand that even if the Company waives or fails to enforce any provision of this Agreement in one instance, which will not constitute a waiver of any other provisions of this Agreement at this time, or a waiver of that provision at any other time.



**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have executed this Agreement as of the date first set forth above.

<b>Zycus Infotech Pvt. Ltd.</b>	<b>Employee, hereby, accepts this Agreement with free consent, without any undue influence, coercion or whatsoever.</b>
Signature:	Signature:
Name: Sanju Laitonjam	Name: Jonathan Joseph
Title: Associate Vice President - Talent Acquisition	Title: Trainee - Business Development
Date:	Date:

**THIS TRAINING AGREEMENT** is made on the 23 May 2024.

**BETWEEN**

**M/S ZYCUS INFOTECH PVT LTD** a company incorporated under the Company's Act 1956, having its registered office at Plot No. GJ – 07, SEEPZ++, SEEPZ SEZ, Andheri (East), Mumbai 400 096, hereinafter referred to as the **“Company”** (which term unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the **ONE PART**.

**AND**

**Mr. Jonathan Joseph** son/daughter of Suresh, aged about 22.00 years, presently residing at C/6, Kashmiri Jyot Bldg Temba road  
Near maxus mall  
Bhayandar West  
Thane 401101 and permanent address at C/6, Kashmiri Jyot Bldg Temba road  
Near maxus mall  
Bhayandar West  
Thane  
Maharashtra 401101 hereinafter referred to as **“Trainee - Business Development/Trainee”** (which term unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors, and administrators) of the **SECOND PART**.

**AND**

Mr. Suresh son/daughter of N/a, aged about 52.00 years currently working/business at Service, Vasai and presently residing at C/6, Kashmiri Jyot Bldg

Temba road  
Near maxus mall  
Bhayandar West  
Thane 401101 and permanent address at C/6, Kashmiri Jyot Bldg  
Temba road  
Near maxus mall  
Bhayandar West  
Thane 401101 hereinafter referred to as the “**SURETY**” (which term unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors, and administrators) of the **THIRD PART**.

**WHEREAS** the Trainee applied to the company to be appointed as Trainee - Business Development

**AND WHEREAS** in pursuance of such application, the company appointed him/her as Trainee - Business Development on the terms and conditions contained herein under which he/she is required to undergo training for a minimum period of **18 months** from the date of joining which is from **04 June 2024 to 26 November 2025**.

**AND WHEREAS** the Trainee recognizes and accepts that at the time of appointment as **Trainee - Business Development**, except the exposure to academic knowledge, he/she has received no formal effective, technical or practical training enabling him/her to independently function as a Trainee thereby becoming commercially viable to the company.

**AND WHEREAS** consequently and in order to render the Trainee of value to the company, the Trainee would need to undergo formal and extensive training in accordance with courses, modules, programs prescribed or conducted by the company.

**AND WHEREAS** the Trainee is aware that the company would be spending substantial sums of money and would be incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Trainee and thereafter for imparting training.

**AND WHEREAS** the Trainee recognizes and accepts that the company would be put to substantial financial loss, inconvenience, loss of resources, man hours computer time etc. In the event the Trainee fails to complete the training as prescribed and or leaving the company during the course of such training and has therefore agreed to compensate the company in the manner and under the circumstances enumerated in this agreement.

#### **NOW THIS AGREEMENT WITNESSES AS FOLLOWS**

1. **Mr. Jonathan Joseph** has been offered by the company for the post of **Trainee - Business Development** viz. offer letter dated **23 May 2024** and he/she has duly accepted the offer with free consent (without any coercion, undue influence, fraud, misrepresentation, or mistake of the company) and thus upon his/her acceptance to join for the post of **Trainee - Business Development** he/she will be subject to training under this Agreement.

#### **2. OBLIGATIONS OF TRAINEE**

- a. The Trainee shall undergo on job training for a minimum period of **18 months** which begins from the date of joining which is intended to render him/her competent to undertake tasks that may be subsequently assigned to him/her.
- b. The Trainee agrees that he/she shall faithfully and diligently undergo and imbibe training and shall complete all the applicable training modules and courses. Based upon the performance of the Trainee and upon successful completion of the training period, it shall be the sole discretion of the company to appoint you as permanent employee of the company or provide you further on job training.

#### **3. OBLIGATIONS OF COMPANY**

- a. Company shall provide on job training to the Trainee.
- b. Company shall provide agreed salary to the Trainee subject to the proper performance of the Trainee
- c. Company shall provide Medical Insurance as per Company's policy.

#### **4. CONSIDERATION TO THE TRAINEE**

The Trainee will be paid consideration in accordance with Annexure-1 of the offer letter.

## 5. COMPENSATION TO THE COMPANY

The Trainee agrees to undergo training on joining. The duration of the training would be for a minimum period of **18 months**. The Trainee is expected to qualify for the training. The Trainee hereby acknowledges that by working here in the Company the Trainee gets acquainted with the Confidential Information and trade secrets of the Company related to its customers, partners and prospects. Further, the Trainee also gets an in-depth knowledge about Company's know how. The Trainee is aware that, as applicable according to the job profile, the Trainee will also be given an opportunity to work on live customer projects along with Company's partners and/or to develop/design/test/implement the products of the Company and its enhancements as per Company's requirement. The Trainee further accepts, agrees and admits that the nature, quality and number of productive work-hours spent on inducting the Trainee and providing on-job training and handholding to impart Company's know how and Confidential Information, so as to enable the Trainee to perform its applicable roles and responsibilities in the Company, is generally not found in or is available with or imparted by any other similar sources as such knowledge is designed to satisfy the exclusive requirements of the Company and the opportunity to gain access to these knowledge and/or training is solely provided to the employees or trainees of this Company. The Trainee is aware that in the process of recruiting the candidate as **Trainee - Business Development**, the company has incurred expenses and costs being in the nature of advertisements, implementation of selection procedures, interviews, travel etc. and the company will also be incurring substantial training costs, man hours and resources of the company in providing training under the Agreement. These facts have been explained over to the Trainee and he understands, agrees is aware that in the event of him/her not completing the training period the company would, without option, be constrained once again to incur similar expenses to similar extents which would be direct result of and attributable to his/her leaving the company. The Trainee is further aware that the company would have earned considerable revenue by hiring out computer time instead of imparting such training there on to the trainee, therefore, Trainee agrees that in the event of him/her leaving the company before the training period is completed or in the event of him/her failure or default to complete the training or training period for any reason whatsoever he shall be liable to pay to a compensation/damages of **INR 100,000/-** to the company.

## 6. EVENTS OF DEFAULT OR FAILURE

Prescribed failure to complete the training period shall mean and also includes:

- a. The Trainee is negligent or indifferent in studying the training Program; or
- b. The Trainee resigns from the Company or abandons the training program before completion thereof without written consent of the Company; or
- c. The Trainee breaches any terms and conditions set out in this Agreement and/or the company policies or



- d. The Trainee is terminated by the Company for misconduct, moral turpitude or any other similar kind of reasons during the training Period.
- e. The Trainee becomes medically unfit to undertake the training period.

## 7. UNDERTAKING BY THE TRAINEE AND HIS SURETY

- a. Both the Trainee and surety agrees that the amounts so calculated on the basis described above is genuine, fair and reasonable estimate of the damages or loss and expenses that would accrue to the company or have been spend by the company on training.
- b. The surety hereby undertakes and accepts that his liability is coextensive with that of Trainee for payment of all amounts that may become due and payable under this agreement. That surety is aware and accepts the special nature and character of the deputation of the Trainee as well as the manner of computation of damages/compensation that the company shall be at liberty to enforce this guarantee/surety furnished by him without necessarily seeking to enforce the same against the Trainee in the first instance, that the company shall be entitled to proceed either against the Trainee or surety or both for recovery of any amounts due under this agreement, that any demand on the Trainee under this agreement shall be deemed to be sufficient notice of such demand to the surety also, that the surety guarantees the satisfactory performance of each of the clauses, terms obligations and conditions of this agreement voluntarily and after being fully aware of all legal consequences arising to be a surety to ensure due performance of each of the clauses terms obligations and conditions of this agreement.

IN WITNESS WHEREOF the parties have signed this agreement on the date month and year first above written before following witnesses

SIGNED AND DELIVERED

By the within named, "COMPANY"

**ZYCUS INFOTECH PRIVATE LTD**

By the hand of

**Sanju Laitonjam**

**Associate Vice President - Talent Acquisition**

Authorised Signatory

SIGNED AND DELIVERED

by the within named," TRAINEE"

**Jonathan Joseph**

SIGNED AND DELIVERED  
by the within named, "SURETY"

**Suresh**



## APPOINTMENT LETTER

**September 22, 2023**

**Mr. Pratham Pradeep Mahajan**

Chandaria Mansion, Plot No 33,  
Flat No 16, Khar Danda,  
Mumbai - 400052

**Mobile No:** 8888059156

**Email ID** – prathampmahajan@gmail.com

**Permanent Address:**

Chandaria Mansion, Plot No 33,  
Flat No 16, Khar Danda,  
Mumbai - 400052

**Mobile No:** 8888059156

**Email ID** – prathampmahajan@gmail.com

**Dear Pratham Pradeep Mahajan,**

With reference to your application, **September 22, 2023**, and subsequent selection process, it has been decided to appoint you in the services of the Organization from **June 10, 2024**. You will be designated as **“Software Developer.”** Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining the employer.

Kindly read the enclosed **Annexure- A**, which is a part of this appointment letter and note the following:

- a. While working at **ARCON Tech Solutions Private Limited**, you are subject to organizational policies and procedures governing the conduct of employees.
- b. You will be on probation for a period of 6(six) months from your effective date of joining and depending on your satisfactory performance during the probation period is subject to extension at the sole discretion of the firm. Even after expiry of the period of probation indicated in the said clause, you shall remain under probation unless your services are confirmed in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in the above clause. Notice period can neither be adjusted against balance leave of the employee nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as per the Organization's policy.
- e. Your appointment, if applicable, shall, solely, be at the discretion of the Organization.

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300

Fax. +912242215303

[info@arconnet.com](mailto:info@arconnet.com)

[www.arconnet.com](http://www.arconnet.com)

(CIN: U74999MH2009PTC190703)

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- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (10) below], by giving written notice of one month or one month's salary in lieu of the notice period.
- g. If you remain absent for eight consecutive days without permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment up your own accord and you will further be liable to give three month's salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanour which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you

- a. 3 pass-port size photographs
- b. One photocopy of all certificates and mark sheets along with the originals for verification
- c. Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- d. Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- e. One photocopy of passport/driving license etc. for photo ID
- f. One photocopy of telephone bill/ration card, etc. for proof of address

ARCON Techsolutions Pvt. Ltd.  
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Mumbai-400059

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(CIN: U74999MH2009PTC190703)

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g. Fitness Certificate

You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check.

Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You will be required to report for duties at the earliest, but not later than **June 10, 2024**, or you are required to inform the HR at least one day before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. If you have any questions please contact HR –coordinator: Madhura Pagar at +91 022 42215300 or madhura.pagar@arconnet.com.

Sincerely Yours,

For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300

Fax. +912242215303

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**ANNEXURE “A”  
OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political 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.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non-Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
Off Andheri-Kurla Road,  
J.B. Nagar, Andheri (E)  
Mumbai-400059

Tel. +912242215300  
Fax. +912242215303  
[info@arconnet.com](mailto:info@arconnet.com)  
[www.arconnet.com](http://www.arconnet.com)  
(CIN: U74999MH2009PTC190703)

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8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments, and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

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## ANNEXURE B

Name	Mr. Pratham Pradeep Mahajan
Title of Appointment	Software Developer
CTC *	800000

### "Annexure - A"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	26667	320000
2	HRA	13333	160000
3	LTA **	2221	26656
4	Bonus	2221	26656
5	Other Allowance	18672	224063
	<b>TOTAL (A)</b>	<b>63115</b>	<b>757375</b>

### Statutory payments

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	Gratuity ***		15385
	<b>TOTAL (B)</b>		<b>36985</b>

### Other Benefits

1	Health Insurance		5640
	<b>TOTAL (C)</b>		<b>5640</b>

<b>TOTAL CTC (A)+(B)+(C)</b>	<b>800000</b>
------------------------------	---------------

### "Annexure - B"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
	<b>TOTAL Deductions</b>	<b>2008</b>	<b>24100</b>

<b>Net Take Home</b>	<b>61106</b>
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**Note:**

\* Your Salary is Subject to statutory deductions as per applicable law.

**\*\* LTA Clause:**

(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

**\*\*\*** Gratuity benefits will be paid as per applicable law.

Sincerely Yours,  
For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

ARCON Techsolutions Pvt. Ltd.  
901, Kamla Executive Park,  
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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20245161425/Mumbai**  
**Date: 20/03/2024**

Mr. Mohit Sunil Pansare  
A6, Nandadeep Chs, Svp Road, Borivali West,  
Opposite Old Bhagwati Hospital,  
Mumbai-400103,  
Maharashtra.  
Tel# -

Dear Mohit Sunil Pansare,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/DT20245161425**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.



## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

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**TCSL/DT20245161425**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

5

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#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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. 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.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

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

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**TCSL/DT20245161425**

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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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.



## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport



\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.



(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Mohit Sunil Pansare</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokhran Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

## **OFFER LETTER**

Date: 10th November 2023

### **CHRISTINA TOMY**

**Sub:** Your appointment as a **Instructional Designer/EdTech User Experience Designer**  
("Offer Letter")

Dear **CHRISTINA**,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **3<sup>rd</sup> June 2024** ("Effective Date").

### ***Roles and Functions***

You shall be appointed for the designation of **Instructional Designer/EdTech User Experience Designer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

### ***Remuneration and Variable Pay***

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a salary of **INR 685,000/- (Rupees Six lacs eighty five thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

### ***Probationary Period***

Your employment shall be subject to an initial probationary period of 3 (Three) month ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.



### ***Location***

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganapatrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

### ***Hours of Work and Leaves***

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

### ***Non-Compete and Non-Solicit***

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Confidentiality***

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

### ***Termination***

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

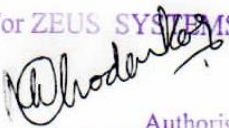

### ***Covenants and Warranties***

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.
- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
  - Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
  - Copy of relieving letter/ last drawn salary slip from your previous employers;

- Copy of government identities; and
  - 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,  
For and on behalf of **Zeus Systems Private Limited**  
**For Zeus Learning,**

For ZEUS SYSTEMS PVT. LTD.  
  
  
**Minal Chodankar**  
**Director-Admin**

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.



-----  
**CHRISTINA TOMY**  
**10th November 2023**

### **SCHEDULE 1**

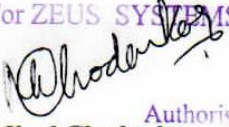

The Breakup of your compensation is as follows:

<b>Components of Salary</b>	<b>(Figures in INR/ per annum)</b>
Basic	202,746.00
HRA	121,648.00
Conveyance Allowance	19,200.00
Special Allowance	261,542.00
Company PF Contribution	27,168.00
<b>Total</b>	<b>632,304.00</b>
Annual Discretionary Bonus	52,696.00
<b>Gross Annual Compensation</b>	<b>685,000.00</b>

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**  
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.

  
  
 Authorised Signatory  
**Minal Chodankar**  
**Director-Admin**

10th November 2023



Edryn Eazhakadan &lt;edryneshajan8@gmail.com&gt;

---

**Document pending for your signature**

1 message

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**Shahana SHAIKH from BNP Paribas** <donotreply@emsigner.com>  
Reply-To: Shahana SHAIKH from BNP Paribas <donotreply@emsigner.com>  
To: edryneshajan8@gmail.com

18 April 2024 at 21:48



The Bank for a changing world

Dear Edryn Eazhakadan,

Congratulations!

We are delighted to extend this offer of employment to you from our organization. Please find below the key points for your review, followed by instructions to digitally sign the document.

Please [Hyperlink of Offer Letter](#) here to access your formal offer.

- Kindly review & acknowledge offer letter with all the terms and conditions mentioned by digitally signing within 48 hours of receipt.
- You may initiate your resignation formalities with your current organization & kindly keep us informed on your reliving date.
- After your current employer has accepted your resignation, we kindly ask you to provide us with a copy of the acknowledgement over an email for our records.
- You will soon receive an additional email pertaining to document submission for Background verification process.
- The offer and continuation of employment (if on boarded) is subject to a clear and satisfactory background check report.

We're excited to have you join us and look forward to a fruitful and enduring Journey together in your career with our organization.

Yours sincerely,

**Human Resources.****Steps to view and sign the offer Letter....**

**What is the process for the candidate to review and digitally sign the document?**

**Step 1:** Click on hyperlink from the auto generated email to access your formal letter—Click on the Candidate signature position—Select “eSign V3 (India)” as mode of signature—Click on “Apply and Preview” —Click on “Sign”.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234213049/Mumbai**  
**Date: 20/03/2024**

Mr. Shubham Sanjeev Gawri  
Gaurav City, E2/106 Mira Road,  
Beverly Park,  
Thane-401107,  
Maharashtra.  
Tel# -

Dear Shubham Sanjeev Gawri,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234213049**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.



## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

**TCS Confidential**

**TCSL/CT20234213049**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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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#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. 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 connect remotely 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.

### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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. 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.

### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

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.

### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.



## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport



\*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.



(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Shubham Sanjeev Gawri</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20234352883/Mumbai**  
**Date: 13/07/2024**

Mr. Jabir Ahmed Mukhtar Ahmed Khan  
Room No 298, Mangelwadi Juhu Tara Road, Santacruz West,  
Juhu,  
Mumbai-400049,  
Maharashtra.  
Tel# -

Dear Jabir Ahmed Mukhtar Ahmed Khan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20234352883**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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 INR **7,500/-** 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 INR **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)



You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory

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807



during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### **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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.





## **10. 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 in this offer letter.

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. 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.

## **11. 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.

## **12. 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.

## **13. 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.



#### **14. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **15. 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.

#### **16. 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.

#### **17. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### **18. 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

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. 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

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**10**

**812**



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. A background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 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 & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Jabir Ahmed Mukhtar Ahmed Khan</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Fr. Consceicao Rodrigues College Of Engg, Bandra</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Ref: UT/0101/2024/000110

Date: 22/05/2024

Mr. Jacob Mire

## Offer Letter

Dear Jacob,

With reference to discussion on 20<sup>th</sup> May 2024, we are pleased to offer you employment as **Graduate Engineer Trainee** with **UtopiaTech Private Limited** (the 'company') on the following terms and conditions.

**1. Commencement of assignment:**

Your employment will be effective, as of **03<sup>rd</sup> June 2024**.

**2. Probation:**

You will be on probation for a period of **6 months** and your confirmation is subject to satisfactory completion of the probation period.

**3. Place of Posting:**

You will be posted at Sakinaka - Mumbai. You may however be required to work at any place of business which the company has or may later acquire.

**4. Remuneration:**

**1. Total CTC: Rs. 5,00,000/- (Rs. Five Lakhs) per year.**

This includes basic Pay and other allowances, benefits, prerequisites etc. as per the compensation policy of the company.

In the year of joining and leaving the company, the CTC will be pro-rated based on the number of days you are in the employment of the company. **The available CTC components along with the limits have been detailed in Annexure I for your reference.**

Please note that components within each category of payments are discretionary and the company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

**UtopiaTech Pvt. Ltd.**

**CIN U74999MH2017PTC294766**

**Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072**

**Office Address: R626, Sector 8, Rabale MIDC, Navi Mumbai - 400701**

**[solutions@utopiatech.in](mailto:solutions@utopiatech.in)**

**+91-9987418880**

**[www.utopiatech.in](http://www.utopiatech.in)**



Please review Annexure I and detailed "Terms & Conditions of Employment". These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which the company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

**5. External Work Experience:**

In case you have worked prior to joining our company, your external work experience is calculated on the basis of documentary proof submitted by you at the time of joining and its relevance to the position offered to you. The decision of the management will be final in this regard and binding on the employee.

**6. Submission of false documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc. are found to be false/ incorrect, the company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

Please sign and return to the company a copy of this letter containing Annexure I and detailed "Terms and conditions of employment" at Annexure II, as confirmation of your acceptance and return it to the undersigned within ten days from the date of issue.

The company reserves its rights to add to, alter, amend or vary the foregoing terms and conditions as and when found necessary.

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within two days from issuance of this letter.

We look forward to your joining our team for a long, successful and pleasant association.

Yours Truly,  
Ayush Jain  
UtopiaTech Private Limited

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## Remuneration

### Annexure I

Compensation Break-up			
Components		Amount in ₹	
		Monthly	Annual
1	Basic Pay	20,000	2,40,000
2	HRA	10,000	1,20,000
3	Fixed Allowance	9,717	1,16,600
4	LTA	0	0
5	Fuel	0	0
<b>Gross CTC</b>		<b>39,717</b>	<b>4,76,600</b>
6	Employer Contribution PF (12%)	1,800	21,600
7	Employer Contribution EDLI (0.5%)	75	900
8	Employer Contribution EPF Admin Charges (0.5%)	75	900
9	Employer Contribution ESIC (3.25%)	0	0
<b>Total CTC</b>		<b>41,667</b>	<b>5,00,000</b>
10	Employee Contribution PF (12%)	1,800	21,600
11	Employee Contribution ESIC (0.75%)	0	0
12	Professional Tax	200	2,400
13	Maharashtra Labour Welfare Fund	0	0
<b>Net CTC (Take Home)</b>		<b>37,717</b>	<b>4,52,600</b>

### ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

Signature: *Jacob*

Date: 22.05.2024

**UtopiaTech Pvt. Ltd.**

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## **Terms and Conditions of Employment**

### **1. Hours of Work:**

The normal working days are Monday through Saturday. Whereas 2<sup>nd</sup> and 4<sup>th</sup> Saturday will be weekly off along with Sundays. You will be required to work for such hours as necessary for the proper discharge of your duties to the company. The normal working hours are from 9 am to 6 pm, considering the travelling and other aspects employee is allowed to come till 9.15 am and if necessary, you need to work for additional hours depending on your responsibilities.

### **2. Leaves/ Holidays:**

2.1 You are entitled to total leave of 24 days.

Casual leave: 6 days (Not applicable in Probation)

Privileged leave: 1 PL per month will be credited during probation, increasing to 1.5 PL per month after confirmation.

Medical Certificate to be produced for Sick Leaves.

2.2 The Company shall notify a list of declared holidays in the beginning of each year.

### **3. Nature of duties:**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

### **4. Company property:**

You will always maintain company property in good condition, which may have been trusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

### **5. Borrowing/accepting gifts:**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

### **6. Termination:**

6.1 The company reserves the right to terminate your appointment by providing a minimum of 2 months' prior written notice or offering salary in lieu thereof. In the context of this provision,

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"salary" specifically refers to the basic salary. Termination may occur in instances of under-performance, company relocation, or shutdown. Notably, this provision is not applicable during the probationary period.

6.2 You may terminate your employment with the Company, without any cause, by giving no less than 2 months prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. Notably, this provision is not applicable during the probationary period.

6.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

6.4 On the termination of your employment for whatever reason, you will return to the Company 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 Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **7. Confidential Information:**

7.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

7.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information

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about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

7.3 At no time, will you remove any Confidential Information from the office without permission.

7.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

7.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**8. Notices:**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**9. Applicability of Company Policy:**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.


**10. Governing Law/Jurisdiction:**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai High Court- Maharashtra only.

In case of one or more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Signature: 

Date: 22.05.2024

**UtopiaTech Pvt. Ltd.**

CIN U74999MH2017PTC294766

**Reg. Address: Unit No. 41, Mehra Compound, Opp. Sakinaka Telephone Exchange Mumbai - 400072**

**Office Address: R626, Sector 8, Rabale MIDC, Navi Mumbai - 400701**

Date: Oct 10, 2024

**Ms. Grace Pereira**

Address: Pita Smruti, Naglai Wadi Saloli, Vasai (w), 401201

**Email id:** grace.pereira@quantiphi.com | **Mobile:** +91-9175993634

Dear Grace Pereira,

We are pleased to offer you the position of **Business Analyst Sales Engineer** in **Quantiphi Analytics Solutions Private Limited** ("Quantiphi" or "Company") effective **Oct 10, 2024** or at such time as may be agreed to between the Company and you.

Your annual remuneration on a cost-to-company basis will be of **INR 850,000 (Rupees Eight Lakh Fifty Thousand Only)**. Details of your compensation package are in Annexure 1 of this letter. Your appointment will be governed by the following terms and conditions:

1. Your employment is contingent to a successful background/reference check that the Company may conduct at its discretion.
2. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
3. Your initial workplace will be **Mumbai, Maharashtra**. You will be liable to transfer in such capacity as the Company from time to time determine to any other location, department, establishment or client of the Company. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.
4. You will be required to work 8 hours a day, excluding lunch and tea breaks. All Saturdays & Sundays in a month will be off. Weekly offs will be governed by the roster and as applicable and as per Company policies and regulations from time to time.
5. You will be entitled to 24 working days leave per annum (on a prorated basis). subject to prior approval of the Company. All matters relating to leave, including accumulations, shall be as per the leave policy formulated by the Company.
6. You may be required to undertake intercity travel on Company work and you will be reimbursed travel Expenses for this as per Company rules.
7. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
8. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
9. You understand, agree, and covenant that your employment with the Company is on a full-time basis and that you will devote yourself exclusively to the business of the Company. You shall not, at any time during term of your employment with the Company (including outside working hours or during weekly offs, holidays or leaves), either directly or indirectly, work with, provide services for, undertake any employment, or associate yourself with, (whether full time, part-time or otherwise and whether for salary, consideration or otherwise) any other organization or entity engaged in any form of business or commercial activity. An employee found to be in breach of this provision shall be considered to be moonlighting or being engaged in dual employment.  
A breach of the above provision shall be a material breach of the employment agreement and the Company shall have the right to take appropriate action including immediate termination of employment of the concerned employee without further notice and seeking a refund of the salary paid to the employee during the period for which the employee was found to have been moonlighting or being engaged in dual employment. This provision shall be supplemental to and read along with any additional restrictions placed upon your employment by the Company.
10. For the first 4 months from the date of your joining the Company, you will be under probation. Based on your performance during this period which will be subject to evaluation, your employment shall be either confirmed or if your performance is found unsatisfactory, your probation will be extended, both of which will be done by written intimation to you and which will be at the sole discretion of the Company.
11. Your performance will be evaluated periodically by your supervisors. As per the Company appraisal



- policy, your yearly performance review and appraisal will be held in the month of **July 2025**.
12. This employment is an 'at will' employment. Which means that, notwithstanding any other provision of the terms and conditions as detailed herein, depending on the reason for the termination or the absence of any cause or reason, the Company reserves the right to terminate your appointment without notice or at a notice period as determined by the Company and without any payment in lieu of the notice period. This contract of employment is terminable by you giving advance written notice as follows:
    - 4 months, if you choose to leave the Company within 30 days from Date of joining;
    - 3 months if you choose to leave the Company after 30 days but within 60 days from date of joining; and
    - 2 months if you choose to leave after 60 days from the date of joining
    - During the period of your probation, however, the company may terminate the contract by giving one week's notice period or immediately.
  13. Your employment is contingent to a successful background/reference check that the Company may conduct at its discretion. For conducting background/reference check by the Company, all the documents (listed in the annexure) must be provided by you by uploading clear and legible copies of all the listed documents on the website of our background verification agency, the link of which will be shared with you on the day of joining. Such uploading must be completed, by you, within one day from your date of joining specified above. In the event you fail to do so, the Company shall, at its sole discretion:
    - (a) withdraw this offer/employment letter; or
    - (b) terminate your services without liability
  14. The Company can forthwith terminate your employment without notice or any payment in lieu thereof on grounds of:
    - a. any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect, misleading or false, and/or
    - b. if you have suppressed material information regarding your qualifications and experience
    - c. Breach of Company policy/ies or misconduct by you either with fellow employees/clients/customers, etc.
    - d. Your performance is found to be unsatisfactory
  15. You confirm that there is no litigation/conviction/case/suit against you before any court of law or any regulatory or statutory authority which involves any criminal offence or offence involving moral turpitude or any civil matter or domestic matter.
  16. You will be required to maintain high standards of personal conduct and integrity and keep yourself informed and compliant about Company policies.
  17. In case you absent yourself for a continuous period of 8 days without information and or prior approval of your supervisor, the Company can forthwith terminate your services without notice or any liability towards any payments or dues owing or owed to you. The Company also reserves to take any action it deems fit due to such absence by you, including informing your new employer, if any, or addressing the issue publicly through any medium.
  18. During the term of your employment and for a period of 2 (two) years after your employment, you shall not, either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other employee, consultant, customer, service provider, etc., away from the Company or engage in any activity which is competitive to the business of the Company.
  19. During your association with the Company information in various forms will be shared with you, some of this information will be of a classified nature. You will be expected to protect any such information. You shall not during your said employment or at any time thereafter divulge or disclose to any person whomsoever or make any use whatsoever for your own purpose or for any purpose other than that of the Company any information or material pertaining to the Company either directly or indirectly. All inventions, improvements and discoveries made by you (either alone or jointly with another person(s)) during your association with the Company will become the property of the Company. As a condition of your employment, you will be required to sign the Company's standard form of Employee Confidentiality, Non-Disclosure and Intellectual Property Assignment Agreement attached as **Exhibit I** to this Agreement at the time of your joining. The Company retains sole ownership of any and all the intellectual property rights relating to copyrights or any other rights created pursuant to your employment with the Company and concerning work undertaken while in the employment of the Company.
  20. As discussed with you, we understand that you have a few disclosures to be made to the Company in line with the Company's policies. The true, accurate and complete list of disclosures is as specified in **Exhibit I** to this Agreement. You expressly confirm and agree that with respect to the disclosure made by you in **Exhibit I**, the subject matter of disclosure will not in any manner hinder, hamper, adversely affect or cause any kind of

nuisance or disturbance to the Company and its employees. Neither will such subject matter of disclosure adversely impact or affect your performance as an employee of the Company. In this regard, you expressly agree, acknowledge and undertake to indemnify the Company, its officers, employees and Directors against any and all suits, claims, orders, proceedings, etc., which may be brought against them or due to which they face any kind of consequence/s either directly or indirectly.

22. At the time of retirement/termination/resignation you will immediately hand over to the Company all correspondence, documentation, data, software, materials, business cards, pen drives, mobile phones, laptops, ipad's etc. belonging to the Company, its clients or relating to its business and shall not make or retain any copies of these items.
23. Your salary review, medical benefits and assistance, leave and holidays, hours of work, the other various employee benefits you are entitled to, etc., shall be in accordance with relevant policies formulated by the Company and contained in the Manual of Policies, a copy of which will be furnished to you at the time of your joining the Company.
24. Retention bonus, if any, that is payable will be notified to you and become due only upon completion of the term related with such retention bonus and as detailed in the policy framed by the

Company in this regard. Variable pay, if any, by whatever name it is called, including but not limited to performance bonus, that is part of the compensation structure shall not be payable, either in part or in full, in case the employee submits a resignation of employment. This is applicable irrespective of whether such variable pay would have otherwise become due on or before the last working day.

25. During your association with the Company, you are expected to respect and adhere to the Company values and beliefs and protocol. It is important for us that every person who works with the Company understands what we value in our work, our people, and our interactions with the outside world. The expected behavior, conduct with colleagues and fellow employees and customers, vendors, etc., are more fully detailed in the policies.
26. This agreement cannot be assigned to any third party by the employee.
27. This Agreement will be governed by the laws of India. All disputes arising pursuant to this Agreement will be resolved in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration shall be Mumbai and shall be conducted in English language. The Parties submit themselves to the exclusive jurisdiction of the Courts of Mumbai.

#### Quantiphi's Career Development Program (QCDP):

- The Quantiphi Career Development Program is designed to provide you with learning opportunities which are both challenging and rewarding.
- With the aim to have a meritocracy driven culture and reward you based on your performance this program helps in defining the career path for the next three years in the organization.
- During your tenure with us, you will be subjected to continuous performance evaluation.
- This program also gives you a projected view on your compensation structure with us for the next 3 years.
- Your annual performance rating will define your percentage of appraisal on the fixed and QCDP bonus.
- In the event that your annual performance rating is finalized as "Falls Short" and upon completing the Performance Improvement Plan (PIP) successfully, the payment of QCDP bonus and Appraisal on fixed components is based on the company's discretion.

The QCDP earning potential:

Rating	% increment on Fixed component	QCDP Bonus
Meets Target	10%	2.0 Lac
Over Achieves	20%	2.5 Lacs
Far Exceeds	30%	3.5 Lacs

Terms of this offer letter shall be kept strictly confidential. Welcome to Quantiphi. We take this opportunity to wish you all the very best and look forward to your contribution in making Quantiphi a great organization.

Yours sincerely,

For Quantiphi Analytics Solutions Private Limited,



Mohini Palchowdhury  
Head - Human Resource

Please indicate your acceptance of the terms by signing and returning the duplicate copy.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Compensation Structure

Annual Remuneration	Amount (Rs.)
Fixed CTC	650,000
QCDP Bonus	200,000
<b>Total Cost to Company (CTC)</b>	<b>850,000</b>

Indicative Break-up of the remuneration:			
Fixed Components :		Amount (Rs.)	
		Annual	Monthly
I	Basic	325,000	27,083
II.	HRA	162,500	13,542
III.	Leave Travel Allowance	48,750	4,063
IV.	Medical Allowance	21,600	1,800
V.	Food Coupon	26,400	2,200
VI.	Special Pay	65,750	5,479
<b>A.</b>	<b>Gross Salary</b>	<b>(INR) 650,000</b>	<b>(INR) 54,167</b>

Deductions - Amount (Rs.) :			
I	Employer's Contribution to PF	21,600	1,800
II.	Employer's Contribution to Gratuity	15,636	1,303
III.	Professional Tax	2,400	200
<b>B.</b>	<b>Total Deductions</b>	<b>37,236</b>	<b>3,103</b>
<b>C.</b>	<b>Net Salary (A - B)</b>	<b>(INR) 612,764</b>	<b>(INR) 51,064</b>

Indicative calculation of the monthly take-home remuneration:		
(this calculation is pre-tax)		
<b>Net Salary .....(C)</b>		<b>(INR) 51,064</b>
<b>Deductions</b>		
- Employee's Contribution to ESIC		-
- Employee's Contribution to PF		(INR) 1,800
<b>D.</b>	<b>Total Monthly Salary</b>	<b>(INR) 49,064</b>

**Notes:**

1. Professional tax will be deducted monthly, per the prevailing applicable laws
2. As and when ESIC becomes applicable to you and to the company the same will be deducted from your remuneration.
3. Performance linked incentives, if any, shall be paid as per company policy.
4. As per the Company appraisal policy, your yearly performance review and appraisal will be held in the month of **July 2025**.
5. If your Salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus or salary revision payment shall be prorated to the period that you have spent in the company.
6. Pro-rating will be applicable for the payment of fixed and variable CTC like PLI and other bonuses
7. An employee is entitled for the Group Medclaim of Rs. 500,000 and Group Term Life insurance of 3X of CTC per year as per the company policy.
8. An employee can avail for the Tax exempting Sodexo food wallet amount of Rs. 2,200 per month. This amount if opted would be adjusted with the Special Pay amount from the Fixed Components section.
9. You will be further inducted on the performance system on the day of joining.
10. The above take home will be subject to deduction of income tax at source (TDS) as per income tax rates as applicable from time to time.
11. Gratuity shall be paid as per The Payment of Gratuity Act, 1972.
12. QCDP bonus of INR 200,000 will be paid to you during the payroll cycle of the month following the successful completion of your probation period. It is important to note that this bonus is subject to refund if you decide to resign from your position within 15 months of receiving the amount.

This is to certify that I have read this Employment Letter, the *Employee Confidentiality Agreement*, *Intellectual Property Assignment Agreement* and all the other policies and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Signature: \_\_\_\_\_

Name: Grace Pereira

**Exhibit I**

**CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT AGREEMENT**

**THIS CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT AGREEMENT** (the “**Agreement**”) is entered on this day between **Quantiphi Analytics Solutions Private Limited** (the “**Company**”), and **Ms. Grace Pereira** (“**Employee**”). In consideration of the commencement of Employee’s employment and the compensation paid to Employee, Employee hereby acknowledges and agrees with the Company as follows:

**1. EFFECTIVENESS:**

This Agreement shall become effective on the earlier of (i) the date of commencement of Employee’s employment with the Company, or (ii) the date and time at which any Confidential and Proprietary Information (as defined in Section 2 below) was or is first disclosed to Employee.

**2. CONFIDENTIAL INFORMATION:**

In the context of this Agreement, the term “Confidential Information” means the Confidential Information of the Company including its affiliates as set forth below (collectively the “**Company**”):

**(a) Company Internal Information which includes but is not limited to:**

- (i) tax records, financial information, such as the Company’s earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- (ii) employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- (iii) transaction details such as names or address, terms of services, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- (iv) customer information, such as any compilation of past, existing or prospective customers, customers’ proposals or agreements between customers and status of customers’ accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- (v) all data and information collected from the worldwide web or through any other medium to further the business of the Company.

**(b) Company Intellectual Property which includes but is not limited to:**

- (i) all Indian or international and foreign patents and applications to copyrights, copyrights registrations and applications therefore, and all other rights corresponding thereto throughout the world
  - (ii) all inventions (whether patentable or not), invention disclosures, improvements, trade secrets, proprietary information, know how, technology, technical data, data, information and customer lists, and all documentation relating to any of the foregoing;
  - (iii) all Internet domain names, universal resource locators;
  - (iv) all Software, whether owned or licensed by the Company;
  - (v) all industrial property and industrial designs and any registrations and applications therefor throughout the world;
  - (vi) all trade names, logos, common law trademarks and service marks, trademark and service mark registrations and applications therefor throughout the world;
  - (vii) all databases and data collections and all rights therein throughout the world;
  - (viii) all moral rights of authors and inventors, however denominated, throughout the world.
- (c) Company Business Information which includes but is not limited to:**
- (i) business plans, mechanisms, business related functions, activities, business systems, processes and services;
  - (ii) trade secrets, business strategies, marketing strategies, methods of operation and market information;
  - (iii) other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company’s business and activities

**3. PROTECTION OF CONFIDENTIAL INFORMATION:**

- a. **Company Information.** Employee agrees that at all times during or subsequent to his/her employment, he/she will hold in trust, keep confidential and not disclose to any third party or make any use of the Confidential Information except for the benefit of the Company. Employee further agrees not to cause the transmission, removal or transport of Confidential Information from the Company’s places or business or such other place of business specified by the Company, without prior written approval of the Company.
- b. **Usage of Confidential Information:** Any receipt of the Confidential Information shall be solely for the purpose



for which the Employee is employed in the Company. Without limiting the generality of the foregoing, the Employee further agrees:

- i. to protect and safeguard the Confidential Information against unauthorized use, publication, copying or disclosure, whether by the Employee or others;
- ii. not to, directly or indirectly, in any way, reveal, report, publish, copy, disclose, transfer, divulge to anyone including future employers, or otherwise use any of the Confidential Information except as specifically authorized by the Company in writing;
- iii. not to use any Confidential Information to unfairly compete or obtain unfair advantage vis a vis the Company in any commercial activity which may be comparable to the commercial activity carried on by the Company from time to time;
- iv. that upon learning of any wrongful use or treatment of Confidential Information, the Employee will promptly inform the Company and will cooperate in full with the Company to protect such Confidential Information.

c. **Former Employer Information.** Employee agrees that Employee will not, during the time that Employee is employed by the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, Person unless consented to in writing by such employer, Person.

d. **Third Party Information.** Employee recognizes that the Company has received and, in the future, will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Employee agrees to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any Person or to use it except as necessary in carrying out Employee's work for the Company consistent with the Company's agreement with such third party.

#### 4. INVENTIONS.

- a. **Assignment of Inventions.** Employee agrees that Employee will promptly make full written disclosure to the Company, will hold in trust for the sole right and benefit of the Company, and hereby perpetually assigns to the Company, or its designee, all Employees' right, title, and interest, including moral rights, and on a worldwide basis, in and to any and all inventions, original works of authorship, technological developments, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar

laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time Employee is retained by the Company (collectively referred to as "Inventions"). Employee further acknowledges that the ownership of all original works of authorship which are made by Employee (solely or jointly with others) within the scope of and during the period of Employees' services for the Company and which are protectable by copyright shall at all times remain with the Company in terms of Section 17 (c) of the Copyright Act, 1957 of India.

- b. **Maintenance of Records.** Employee agrees to keep and maintain adequate and current written records of all Inventions made by Employee (solely or jointly with others) during the period of time Employee is retained by the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.

- c. **Patent and Copyright Registrations.** Employee agrees to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. Employee further agrees that Employees' obligation to execute or cause to be executed, when it is in the Employees power to do so, any such instrument or papers shall continue after the termination of this Agreement. If the Company is unable because of Employees mental or physical incapacity or for any other reason to secure Employees signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as Employees' agent and attorney in fact, to act for and in Employees' behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright

registrations thereon with the same legal force and effect as if executed by Employee.

**5. NO RIGHT TO CONFIDENTIAL INFORMATION AND INVENTIONS:**

The Employee agrees and acknowledges that nothing herein shall be construed as a grant by the Company of any license, directly or by implication, estoppel or otherwise, in any Confidential Information. The Company claims and reserves all rights and benefits afforded under Indian and International Copyright laws in all software programs included in the Confidential Information as copyrighted works. The binary or object code version of such software programs may under no circumstances be reverse-engineered or reverse-compiled by the Employee.

**6. TERMINATION OF EMPLOYMENT:**

1. **Delivery of Documents and Data Upon Termination of Employment.** In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees, promptly and without request, to deliver to and inform the Company of all

documents and data pertaining to his/her employment and the Company's Confidential Information, whether prepared by Employee or otherwise coming into his/her possession. Employee will not retain any written or other tangible material containing any information concerning or disclosing any other Company's Confidential Information except that financial information that he/she is entitled to possess in the capacity of an Employee.

2. **Obligations of Employee Subsequent to Employment.** In the event of termination of Employee's employment with the Company, Employee agrees that he/she will protect the value of the Confidential Information and prevent the misappropriation or disclosure thereof. Employee will not disclose or use to his/her benefit (or the benefit of any third party) or to the detriment of the Company any Confidential Information.

**7. EMPLOYMENT AGREEMENT:**

This Agreement shall at all times be read in conjunction with the Employment Agreement dated Oct 10, 2024 and shall be deemed as an integral part and ancillary to the Employment Agreement.

**COMPANY**



**Name:** Mohini Palchodhury  
**Designation:** Head - HR  
**Date:** Oct 10, 2024

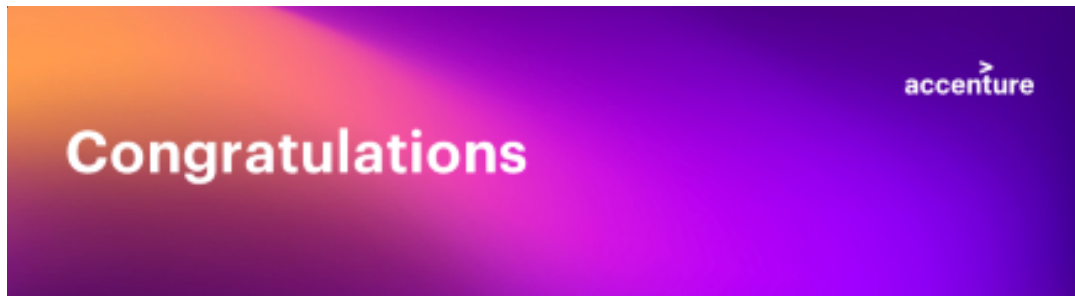
**EMPLOYEE**

**Name:** Grace Pereira  
**Date:** Oct 10, 2024

### Annexure

Refer to the below list of documents you will be required to upload on the Background Verification Link:

1. **Education:** Clear and uncut scanned copy of the degree certificate of the highest qualification (Post graduation/ Graduation). Final year or consolidated mark sheet of the highest qualification (Post graduation / Graduation)
2. **Employment** (if applicable)
  - A. Clear photocopy of the experience certificate received from your previous organization. In the absence of the Experience certificate, provide a relieving letter with mention of your name and employee code. Please request your past employer for such documents, in case you do not have them.
  - B. Last two months' payslip from your previous organization.
  - C. Employee Code needs to be mentioned clearly in this background verification form
  - D. Reference: Name of the reference along with functional contact information.
3. **Address:** Update the complete addresses along with the landmark and number, that can be contacted at the time of the visit.
4. **Identity:** Clear Pan card/ Passport copy (first and last page) have to be uploaded. If only a Pan card is available, kindly update the Pan number and mention other mandatory fields as NA.
5. **Resume:** Please attach your current resume.



12 May 2024

C06371299

Sanvi Sachin Pokle

Room 12, Kamal Niwas, Mogul Lane

Dear Sanvi Sachin Pokle,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

#### ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

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Candidate's Signature:{{Sig\_es\_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.



If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

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. You may be required to submit additional documents which 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 revocation of this Offer/termination of employment.

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 are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or 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, 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. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Sanvi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Althaf at [campus.queries@accenture.com](mailto:campus.queries@accenture.com) should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig\_es\_.signer1:signature}}  
Sanvi Sachin Pokle

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Date: {{Dte\_es\_.signer1:date}}

#### **ANNEXURE 1: COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,655/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **\*Total Cash Compensation Elements**

##### **Annual Fixed Compensation\*\***

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

#### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

#### **VARIABLE BONUS**

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR**

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of <b>INR 7,50,000/-</b>	Company
Future Service Liability	Self	Up to <b>INR 20,00,000/-</b>	Company
Employee Deposit Linked Insurance (EDLI)	Self	<b>INR 7,05,000/-</b> (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

\*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

### **JOINING BONUS**

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.



Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

**GENERAL TAX**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE 2 : REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

### **ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION**

#### **NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

#### ***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

#### **ANNEXURE 4 : DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company 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 company. 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Sanvi Sachin Pokle

Date: {{Dte\_es\_:signer1:date}}

#### **Disclaimer**

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



June 3, 2024

Ms. Sarode Ketaki Pravin

Email id: ketakis2002@gmail.com | Phone: +91 - 9321759978

Dear Sarode Ketaki Pravin,

We are pleased to offer you the position of an **Intern - Business Analyst Sales Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company") for a period of **4 months** effective **June 10, 2024** or at such time as may be agreed to between the Company and you. In any event, the date of joining cannot be later than **June 10, 2024**.

Your internship fees during your tenure in the Company will be **Rs. 23000/- (Rupees Twenty Three Thousand Only) per month**. A detail of your internship fees is in Annexure 1 of this letter.



Your appointment will be governed by the following terms and conditions:

1. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
2. Your base work location will be **Mumbai, India**. You will be liable to transfer in such capacity as the Company from time to time determine to any other location, department, establishment or client of the Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
3. You will be required to work 8 hours a day, including lunch/dinner and tea breaks. All Saturdays and Sundays in a month will be off. Weekly offs will be governed by the roster and as applicable and as per Company policies and regulations from time to time.
4. You will be entitled for 1 leave per month during the tenure of your internship.
5. You may be required to undertake intercity travel on Company work and you will be reimbursed travel Expenses for this as per Company rules.
6. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
7. During your Internship with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
8. This contract of Internships is terminable by either party giving one (1) months' notice period for no cause. During the period of your Internship, however, the Company may terminate the contract by giving one week's notice period.
9. The Company can forthwith terminate your internship without notice or any payment in lieu thereof on grounds of:
  - a. any information furnished by you in your application for Internship or during the selection process is found at any time during your internship to be incorrect, misleading or false, and/or,
  - b. If you have suppressed material information regarding your qualifications and experience,
  - c. Breach of Company policy/ies or misconduct by you either with fellow employees/Interns/clients/customers, etc...
  - d. Your performance is found to be unsatisfactory.
10. You confirm that there is no litigation / conviction/ case/ suit against you before any court of law or any regulatory or statutory authority which involves any criminal offence or offence involving moral turpitude or any civil matter or domestic matter.
11. You will be required to maintain high standards of personal conduct and integrity and keep yourself informed and compliant about Company policies.
12. In case you absent yourself for a continuous period of 8 days without information and or prior approval of your supervisor, the Company can forthwith terminate your Internship without notice or any liability towards any payments or dues owing or owed to you. The Company also reserves to take any action it deems fit due to such absence by you, including informing your employer, if any, or addressing the issue publicly through any medium.

13. During the term of your Internship and for a period of 2 (two) years after your Internship, you shall not, either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other employee, Intern, customer, service provider, etc., away from the Company or engage in any activity which is competitive to the business of the Company.
14. During your association with the Company information in various forms will be shared with you, some of this information will be of a classified nature. You will be expected to protect any such information. You shall not during your said Internship or at any time thereafter divulge or disclose to any person whomsoever or make any use whatsoever for your own purpose or for any purpose other than that of the Company any information or material pertaining to the Company either directly or indirectly. All inventions, improvements and discoveries made by you (either alone or jointly with another person(s)) during your association with the Company will become the property of the Company. As a condition of your internship, you will be required to sign the Company's standard form of Confidentiality, Non-Disclosure and Intellectual Property Assignment Agreement attached as **Exhibit 1** to this Agreement at the time of your joining. The Company retains sole ownership of any and all the intellectual property rights relating to copyrights or any other rights created pursuant to your Internship with the Company and concerning work undertaken while in the Internship of the Company.
15. As discussed with you, we understand that you have a few disclosures to be made to the Company in line with the Company's policies. The true, accurate and complete list of disclosures is as specified in **Exhibit I** to this Agreement. You expressly confirm and agree that with respect to the disclosure made by you in **Exhibit I**, the subject matter of disclosure will not in any manner hinder, hamper, adversely affect or cause any kind of nuisance or disturbance to the Company, its employees and its Interns. Neither will such subject matter of disclosure adversely impact or affect your performance as an Intern of the Company. In this regard, you expressly agree, acknowledge and undertake to indemnify the Company, its officers, employees, Interns and Directors against any and all suits, claims, orders, proceedings, etc., which may be brought against them or due to which they face any kind of consequence/s either directly or indirectly.
16. You are allowed to use your personal electronic devices for work purposes when authorized in writing, he/she is expected to exercise the same discretion with regards to Quantiphi Analytics Solutions Pvt Ltd policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics. You must delete all Company database during the time of exit. The device will also be checked by the IT team as a security measure.
17. At the time of completion of your Internship you will immediately hand over to the Company all correspondence, documentation, data, software, materials, business cards, pen drives, mobile phones, laptops, ipads etc. belonging to the Company, its clients or relating to its business and shall not make or retain any copies of these items.
18. Your medical benefits and assistance, leave and holidays, hours of work, the other various Intern benefits you are entitled to, etc., shall be in accordance with relevant policies formulated by the Company and contained in the Manual of Policies, a copy of which will be furnished to you at the time of your joining the Company.
19. During your association with the Company, you are expected to respect and adhere the Company values and beliefs and protocol. It is important for us that every person who works with the Company understands what we value in our work, our people, and our interactions with the outside world. The expected behaviour, conduct with colleagues and fellow employees or Interns and customers, vendors, etc., are more fully detailed in the policies
20. This agreement cannot be assigned to any third party by the Intern.
21. This Agreement will be governed by the laws of India. All disputes arising pursuant to this Agreement will be resolved in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration shall be Mumbai and shall be conducted in English language. The Parties Submit themselves to the exclusive jurisdiction of the Courts of Mumbai

Terms of this offer letter shall be kept strictly confidential.

Welcome to Quantiphi. We take this opportunity to wish you all the very best and look forward to your contribution in making Quantiphi a great organization.

<p>Yours sincerely, For Quantiphi Analytics Solutions Private Limited,</p> 	<p>Name: Ketaki Pravin Sarode Date: 8-06-24 Signature: </p>
<p>Mohini Palchowdhury (Head-HR)</p>	<p>Please indicate your acceptance of the terms by signing and returning the duplicate cop</p>

### Annexure 1

#### Structure of Internship Fees

Remuneration per Month	Fixed Stipend	INR <b>23000</b>
	Total	INR <b>23000</b>

This is to certify that I have read this Internship Letter, the *Employee Confidentiality Agreement*, *Intellectual Property Assignment Agreement* and all the other policies and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Signature: 

Name: Ketaki Pravin Sarode

#### Documents to be submitted on joining:

- 1) Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and post- graduation).
- 2) Proof of date of birth.
- 3) Proof of current address
- 4) Copy of PAN Card
- 5) Copy of latest valid passport
- 6) Latest Passport size photograph
- 7) Banking details (bank name, branch name, account no., IFSC code of the branch)

**Exhibit I**

**CONFIDENTIAL INFORMATION AND INVENTION  
ASSIGNMENT AGREEMENT**

**THIS CONFIDENTIAL INFORMATION AND INVENTION**

**ASSIGNMENT AGREEMENT** (the “Agreement”) is entered on this June 10, 2024 between **Quantiphi Analytics Solutions Private Limited** (the “Company”), and Sarode Ketaki Pravin (“Intern”). In consideration of the commencement of Intern’s Internship and the compensation paid to Intern, Intern hereby acknowledges and agrees with the Company as follows

**1 EFFECTIVENESS.**

This Agreement shall become effective on the earlier of (i) the date of commencement of Intern’s Internship with the Company, or (ii) the date and time at which any Confidential and Proprietary Information (as defined in Section 2 below) was or is first disclosed to Intern.

**2 CONFIDENTIAL INFORMATION.**

In the context of this Agreement, the term “Confidential Information” means the Confidential Information of the Company including its affiliates as set forth below (collectively the “Company”):

**(a) Company Intern Information which includes but is not limited to:**

- (i) tax records, financial information, such as the Company’s earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- (ii) Intern/personnel database, any information or data pertaining to or in relation with the past and current Intern of the Company;
- (iii) transaction details such as names or address, terms of services, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- (iv) customer information, such as any compilation of past, existing or prospective customers, customers’ proposals or agreements between customers and status of customers’ accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- (v) all data and information collected from the worldwide web or through any other medium to further the business of the Company.

**(b) Company Intellectual Property which includes but is not limited to:**

- (i) all Indian or International and foreign patents and applications to copyrights, copyrights registrations and applications therefore, and all other rights corresponding thereto throughout the world
- (ii) all inventions (whether patentable or not), invention disclosures, improvements, trade secrets, proprietary information, know how, technology, technical data, data, information and customer lists, and all documentation relating to any of the foregoing;
- (iii) all Intern domain names, universal resource locators;
- (iv) all Software, whether owned or licensed by the Company; all industrial property and industrial designs and any registrations and applications therefore throughout the world;
- (v) all trade names, logos, common law trademarks and service marks, trademark and service mark registrations and applications therefor throughout the world;
- (vi) all databases and data collections and all rights therein throughout the world;
- (vii) all moral rights of authors and inventors, however denominated, throughout the world.

**(c) Company Business Information which includes but is not limited to:**

- (i) business plans, mechanisms, business related functions, activities, business systems, processes and services;
- (ii) trade secrets, business strategies, marketing strategies, methods of operation and market information;
- (iii) other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company’s business and activities

**3 PROTECTION OF CONFIDENTIAL INFORMATION.**

- (a) **Company Information.** Intern agrees that at all times during or subsequent to his/her Internship, he/she will hold in trust, keep confidential and not disclose to any third party or make any use of the Confidential Information except for the benefit of the Company. Intern further agrees not to cause the transmission, removal or transport of Confidential Information from the Company’s places or business or such other place of business specified by the Company, without prior written approval of the Company.
- (b) **Usage of Confidential Information:** Any receipt of the Confidential Information shall

be solely for the purpose for which the Intern is employed in the Company. Without limiting the generality of the foregoing, the Intern further agrees:

- i. to protect and safeguard the Confidential Information against unauthorized use, publication, copying or disclosure, whether by the Intern or others;
- ii. not to, directly or indirectly, in any way, reveal, report, publish, copy, disclose, transfer, divulge to anyone including future employers, or otherwise use any of the Confidential Information except as specifically authorized by the Company in writing;
- iii. not to use any Confidential Information to unfairly compete or obtain unfair advantage vis a vis the Company in any commercial activity which may be comparable to the commercial activity carried on by the Company from time to time;
- iv. That upon learning of any wrongful use or treatment of Confidential Information, the Intern will promptly inform the Company and will cooperate in full with the Company to protect such Confidential Information.

(c) **Former Employer Information.** Intern agrees that Intern will not, during the time that Intern is employed by the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and that Intern will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, Person unless consented to in writing by such employer, Person.

(d) **Third Party Information.** Intern recognizes that the Company has received and, in the future, will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Intern agrees to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any Person or to use it except as necessary in carrying out Intern's work for the Company consistent with the Company's agreement with such third party.

#### 4 **INVENTIONS.**

(a) **Assignment of Inventions.** Intern agrees that Intern will promptly make full written disclosure to the Company, will hold in trust for the sole right and

benefit of the Company, and hereby perpetually assigns to the Company, or its designee, all Interns' right, title, and interest, including moral rights, and on a worldwide basis, in and to any and all inventions, original works of authorship, technological developments, developments, concepts, improvements or trade secrets, whether or not patentable or registerable under copyright or similar laws, which Intern may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time Intern is retained by the Company (collectively referred to as "**Inventions**"). Intern further acknowledges that the ownership of all original works of authorship which are made by notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.

(c) **Patent and Copyright Registrations.** Intern agrees to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. Intern further agrees that Interns' obligation to execute or cause to be executed, when it is in the Interns power to do so, any such instrument or papers shall continue after the termination of this Agreement. If the Company is unable because of Interns mental or physical incapacity or for any other reason to secure Interns signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then Intern hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as Interns' agent and attorney in fact, to act for and in Interns' behalf and stand to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by Intern.

5 **NO RIGHT TO CONFIDENTIAL INFORMATION AND INVENTIONS.**



The Intern agrees and acknowledges that nothing herein shall be construed as a grant by the Company of any license, directly or by implication, estoppel or otherwise, in any Confidential Information. The Company claims and reserves all rights and benefits afforded under Indian and International Copyright laws in all software programs included in the Confidential Information as copyrighted works. The binary or object code version of such software programs may under no circumstances be reverse-engineered or reverse-compiled by the Intern.

## **6 TERMINATION OF INTERNSHIP.**

### **(a) Delivery of Documents and Data Upon**

**Termination of Internship.** In the event of Intern (solely or jointly with others) within the scope of and during the period of Interns' services for the termination (voluntary or otherwise) of Intern's Internship with the Company, Intern agrees, Company and which are protectible by copyright are promptly and without request, to deliver to and shall at all times remain with the Company in terms inform the Company of all documents and data of Section 17 (c) of the Copyright Act, 1957 of pertaining to his/her Internship and the Company's India.

Confidential Information, whether prepared by Maintenance of Records. Intern agrees to keep and maintain adequate and current written records of all Intern or otherwise coming into his/her possession. Intern will not retain any written or other tangible Inventions made by Intern (solely or jointly with material containing any information concerning or others) during the period of time Intern is retained disclosing any other Company's Confidential by the Company. The records will be in the form of Information except that financial information that he/she is entitled to possess in the capacity of an Intern.

### **(b) Obligations of Intern Subsequent to Internship.**

In the event of termination of Intern's Internship with the Company Intern agrees that he/she will protect the value of the Confidential Information and prevent the misappropriation or disclosure thereof. Intern will not disclose or use to his/her benefit (or the benefit of any third party) or to the detriment of the Company any Confidential Information.

## **7 INTERNSHIP AGREEMENT**

This Agreement shall at all times be read in conjunction with the Internship Agreement dated **June 10, 2024** and shall be deemed as an integral part and ancillary to the Internship Agreement.

COMPANY



**Name:** Mohini Palchowdhury

**Designation:** Head-HR

**Date:** June 10, 2024

INTERN



**Name:** Sarode Ketaki Pravin

**Date:** June 10, 2024



**Offer: Computer Consultancy**  
**Ref: TCSL/DT/Mumbai**  
**Date: 20/03/2024**

Mr. Aaryan Thakur

Dear Aaryan Thakur,

**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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**.

Your gross salary including all benefits will be **₹9,00,010/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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 will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**1**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

**855**



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** 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.

#### **House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** 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.

#### **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.

#### **Personal Allowance**

You will be eligible for a monthly personal allowance of INR **37,571/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **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 INR **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.



### **Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

### **PERFORMANCE PAY**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹5,600/-. This payout is subject to review basis your own ongoing individual performance.

#### **Performance Bonus**

Your Performance Bonus will be ₹4,000/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 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 INR **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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 INR **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.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

**TCS Confidential**

**4**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

**858**





## **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act 1972 as applicable.

## **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. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may



afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 connect remotely 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.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

TCS Confidential

7

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

861



You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL

#### **14. Notice Period**

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.

#### **15. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your



joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## **19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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**9**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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)

**863**





- \*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 photocopies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Initial Learning Program (ILP)**

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to



fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and/or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**12**

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**866**



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Aaryan Thakur</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Conceico Rodrigues College Of Engg.</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	46,821	5,61,852
<b>2) Performance Pay</b>		
Monthly Performance Pay	5,600	67,200
Quarterly Variable Allowance*	4,000	48,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>4) City Allowance</b>	400	4,800
<b>TOTAL GROSS</b>	<b>74,343</b>	<b>9,00,010</b>

# 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.

\*\*\* For HIS - Note that Rs.7,900 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	37,571	4,50,852
<b>GROSS BOUQUET OF BENEFITS</b>	<b>46,821</b>	<b>5,61,852</b>



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	<b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location 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 that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

October 26, 2023

**Mr. Omkar Anabathula**

S/O Govardhan Anabathula, Room No- 43/ 44/ 55, Vijay Nagar Rahiwashi Sangh, S. P. Road, Near Telugu Padmashali Seva Sangh, Wadala East, Antop Hill, Mumbai, Maharashtra – 400037.

**OFFER LETTER**

Dear **Mr. Omkar**,

On behalf of Wissen Technology, we are very pleased to offer you employment as **“Trainee Analyst”** at our Wissen office.

Wissen Technology was incorporated in 2015 to provide niche solutions with its high-end Application Development and Machine Learning/AI capabilities. The company is part of Wissen Group, which was established in the year 2000 and has over 4000 employees. Wissen Technology is a young and dynamic organization and is growing rapidly.

Our organization is powered by six core values - Ownership & Commitment, Seeking Perfection, Curiosity, Respect, Integrity and Transparency. Our values drive our operating principles, namely Align with Client Goals, Make an Impact, Design for High Performance, Collaborate and Give. Through our values and operating principles, we aspire to be the partner of choice for our clients. I am sure that your contributions would be invaluable in taking the company forward.

Wissen is a merit-based organization and offers a path to becoming a partner in the company. You can become a partner by demonstrating an entrepreneurial zeal in alignment with our core values and operating principles. We are highly flexible and agile and often respond positively to ideas and suggestions.

This Offer Letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This Offer Letter is subject to your acceptance of employment terms listed below.

1. Your date of commencement of Employment will be on or before **June 03, 2024**.
2. Your work location will be **Bangalore/Mumbai/Pune**
3. Your starting remuneration will be CTC of **Rs. 8,00,000** annualized
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.



5. Kindly sign a copy of this Offer Letter as a token of your acceptance of employment with Wissen Technology.
6. This Offer Letter is subject to your commitment for a period of 18 months with the company from date of Joining, the allied service agreement of which shall also be subject to your consent and acceptance.

We are very excited to have you as part of Wissen Technology and we look forward to a productive and mutually working relationship.

Yours truly,  
For Wissen Technology



**Mohan Mummadi**

**Managing Director**

**Enclosed:**

- I. Annexure – A (Salary Structure)
- II. Annexure B (Retention Bonus)

# Annexure – A

ANNEXURE-A COST TO COMPANY(CTC)	
Name : Mr. Omkar Anabathula	
Designation : Trainee Analyst	
<b>Monthly Components (In Rs.)</b>	
Basic Salary	29,334
House Rent Allowance/Company Leased Accommodation Allowance	11,734
Flexi Basket & Special Allowance	12,363
<b>TOTAL: Monthly (A)</b>	<b>61,431</b>
<b>TOTAL: Monthly : Annualised (B)</b>	<b>737,168</b>
<b>Annual Components(In Rs.)</b>	
Provident Fund ( VPF can be opted up to 80% of basic salary)	21,600
Group Health Insurance (premium for Self & Family )	24,000
Life Coverage (Under Gratuity)	300
Gratuity	16,932
<b>TOTAL: Annual (C)</b>	<b>62,832</b>
<b>Cost to Company (B) + (C) [Annual]</b>	<b>800,000</b>
<b>* SOCIAL SECURITY &amp; HEALTH BENEFITS [As Per Schemes]</b>	<b>MAX SUB-LIMITS (per annum)</b>
Group Health Insurance (Self & Family Coverage)	500,000
Term life Insurance Cover	2 Times the CTC
Disability cover due to accident	3 Times the CTC
<b>@ FLEXI BASKET DETAILS</b>	<b>MAX SUB-LIMITS (per annum) in Rs.</b>
<b>TOTAL ANNUAL FLEXI BASKET &amp; SPECIAL ALLOWANCE</b>	<b>96,000</b>
Corporate NPS	Upto 10% of Basic
Official Attire	20,000
Fuel Reimbursement and Car Maintenance Charges	77,000
Mobile Purchase	50,000
Telephone Expenses	24,000
Internet Expenses	24,000
Training, Certification and Reference Books	35,000
Leave Travel Assistance / Allowance	30,000
Sodexo card (Default and mandatory component)	26,400
<p>Employee has an option of availing all, some or none of the <b>Flexi Basket</b> across various components as per annual limits and entitlements indicated in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as an Allowance at the end of the year. <b>Please check with the HR team for more details.</b></p> <p><b>Note: Any Personal Tax liability arising out of compensation will be borne solely by the employee.</b></p> <p>Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.</p>	

## Guidelines

### Compensation

Your Gross Annual Cost-to-Company is **INR 8,00,000/-** (Rupees Eight Lakhs only). The monthly remuneration shall be paid on the last day of each month. Please refer to Annexure-A for break-up of your compensation. Please maintain strict confidentiality of your compensation information.

### Probation

You will be on probation for an initial period of three months from the date of your joining. This may however be extended depending on the performance during the period. Availing leaves during probation is strongly discouraged. In case of emergency, one must take prior approval from the Reporting Manager. Absenteeism/Leaves in the said period shall also result in extension of the probation.

### Hours of Work

You will be required to work for 40 hours minimum in a week, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. If you are working at the client location, you will be following the working hours and the holidays as dictated by your client.

### Leaves

On confirmation as a permanent employee, you will be entitled to 19 leaves per financial year. In addition, you can take up to 6 Sick Leaves per annum on medical grounds. The company's Leave policy can be modified at any time, in its sole discretion, upon notice to you. Refer to the Wissen Leave Policy for the complete guidelines pertaining to all Leave types.

### Background Check

Your employment is contingent on successful verification of background information provided by you during the selection process. Please provide complete and clear information about your background as soon as possible. The company reserves the right to terminate your employment if background checks are not clear. In accordance with Wissen's policy, background checks from Wissen approved BGC vendor are required for individuals being considered for employment.





## Service Agreement

As a Trainee Analyst you shall get into a Service Agreement with Wissen on the day of your joining, per se the company shall provide the employee all necessary and relevant specialized technical training and mentoring required to execute the projects for which the company shall incur a substantial administrative cost. Consequently, in the event an employee decides to terminate his/her service within 18 months from the day of joining; irrespective of the span of the remaining term; he /she shall be liable to pay a sum of Rs 4,00,000 (Rupees Four Lakh only) to the company.

## Performance Appraisal

Your salary will be revised annually in accordance with the company's policy. The standard appraisal period is April to March. You must complete a minimum of 9 months period with Wissen for the eligibility to appraisal cycle. Refer to the Wissen Performance Appraisal process for more details.

### Wissen's Standard Process

- i. For candidates joining between January to June, the salary review will be in April of the following year on prorated basis.
- ii. For candidates joining between July to December, the salary review will be in October of the following year on prorated basis; these candidates will also be eligible for an interim appraisal in April the next year so that they fall under the common April cycle

## Insurance Coverage

You will be provided with Group Life Insurance, Group Personal Accident Insurance as well as Group Health Insurance.

## Gratuity

You will be eligible for payment of Gratuity as per the provisions of the "Payment of Gratuity Act, 1972".

## Termination of Employment

The Employee/Employer is to give a notice of 90 days to terminate the employment. The company reserves the right to either pay or recover the salary in lieu of the Notice Period.

## Sexual Harassment

Wissen has a clear policy on 'Prevention of Sexual Harassment' which follows the Prevention, Prohibition and Redressal of Sexual Harassment against Women at Workplace Act, 2013. Wissen is extremely serious about creating a safe environment at the workplace. Wissen reserves the right to terminate your employment without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH Committee.

## Applicability of Company Policies

At the time of joining, you agree to comply with all company policies. The company shall be entitled to make policy amendments from time to time pertaining to matters like Leave entitlement, maternity leave, employee benefits, working hours, Retention policies, Performance Appraisal, Transfer policies, notice period clause, Learning and Development Policy etc and may alter from time to time at its sole discretions. All such policy decisions shall be binding on you and shall override this Agreement to that extent.

## General

You will be governed by the company's rules and regulations which are in force right at the moment and also to those which may come in future even if they are not individually notified to you in the form of writing. Your employment is governed by the laws of India.

Additionally, on the day of your joining at Wissen, please submit the following documents:

- Acceptance copy of Wissen's appointment letter signed by you on all pages
- Passport
- PAN Card
- Aadhaar Card
- Five color passport size photographs
- Valid Work Permit issued by Government of India, if applicable
- 10th Class mark sheet & certificate
- 12th Class mark sheet & certificate
- Bachelor's degree mark sheets (all semesters and consolidated)
- Bachelor's degree certificate / convocation certificate/Provisional Certificate
- Master's degree certificate / convocation certificate
- Diploma mark sheets (all semesters and consolidated)
- Diploma certificate
- Any other certificates
- Appointment letter, relieving letter & experience certificate of all previous companies
- Driving license / voters ID card / ration card / electricity bill / mobile bill /rental agreement
- Blood group and RH type

Kindly confirm your acceptance by signing this offer letter.



If you have any queries or you want to discuss over any of these terms, please feel free to e-mail [wissentechology.hr@wissen.com](mailto:wissentechology.hr@wissen.com). If you would like to change the date of joining, please inform in advance so that the management can take notice of it and you can be confirmed with a new date.

Sincerely,

**For Wissen Technology Pvt Ltd**



**Mohan Mummadi**  
**Managing Director**

I hereby accept the terms and conditions of the offer mentioned above. I also confirm to join on the date mentioned.

Name: Omkar Anabathula

Signature: 

Date: 28/10/2023

October 26, 2023

Mr. Omkar Anabathula  
Trainee Analyst

**Annexure B**

**Retention Bonus**

In line with our policy, you shall be paid one-time Retention bonus of Rs.1,50,000/- (One Lakh Fifty Thousand Only) in October 2025, which is fully recoverable if you leave Wissen on or before September 30, 2026.

Similarly, you will also be eligible to receive an additional one-time Retention Bonus of Rs.1,50,000/- (One Lakh Fifty Thousand Only) in October 2026, which also be fully recoverable if you leave the company on or before September 30, 2027.

The Retention bonus amount paid will be subject to tax as per Income tax laws in India.

We look forward to a mutually rewarding relationship with you.

For and on behalf of Wissen Technology



**Mohan Mummadi**  
**Managing Director**

I hereby accept the terms and conditions mentioned above.

Name: Omkar Anabathula

Signature: 

Date: 28/10/2023



## APPOINTMENT LETTER

**September 22, 2023**

**Mr. Pratham Pradeep Mahajan**

Chandaria Mansion, Plot No 33,  
Flat No 16, Khar Danda,  
Mumbai - 400052

**Mobile No:** 8888059156

**Email ID** – prathampmahajan@gmail.com

**Permanent Address:**

Chandaria Mansion, Plot No 33,  
Flat No 16, Khar Danda,  
Mumbai - 400052

**Mobile No:** 8888059156

**Email ID** – prathampmahajan@gmail.com

**Dear Pratham Pradeep Mahajan,**

With reference to your application, **September 22, 2023**, and subsequent selection process, it has been decided to appoint you in the services of the Organization from **June 10, 2024**. You will be designated as **“Software Developer.”** Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining the employer.

Kindly read the enclosed **Annexure- A**, which is a part of this appointment letter and note the following:

- a. While working at **ARCON Tech Solutions Private Limited**, you are subject to organizational policies and procedures governing the conduct of employees.
- b. You will be on probation for a period of 6(six) months from your effective date of joining and depending on your satisfactory performance during the probation period is subject to extension at the sole discretion of the firm. Even after expiry of the period of probation indicated in the said clause, you shall remain under probation unless your services are confirmed in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in the above clause. Notice period can neither be adjusted against balance leave of the employee nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as per the Organization's policy.
- e. Your appointment, if applicable, shall, solely, be at the discretion of the Organization.

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- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (10) below], by giving written notice of one month or one month's salary in lieu of the notice period.
- g. If you remain absent for eight consecutive days without permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment up your own accord and you will further be liable to give three month's salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanour which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you

- a. 3 pass-port size photographs
- b. One photocopy of all certificates and mark sheets along with the originals for verification
- c. Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- d. Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- e. One photocopy of passport/driving license etc. for photo ID
- f. One photocopy of telephone bill/ration card, etc. for proof of address

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g. Fitness Certificate

You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check.

Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You will be required to report for duties at the earliest, but not later than **June 10, 2024**, or you are required to inform the HR at least one day before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. If you have any questions please contact HR –coordinator: Madhura Pagar at +91 022 42215300 or madhura.pagar@arconnet.com.

Sincerely Yours,  
For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

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**ANNEXURE “A”  
OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political 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.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non-Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

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8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments, and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

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## ANNEXURE B

Name	Mr. Pratham Pradeep Mahajan
Title of Appointment	Software Developer
CTC *	800000

### "Annexure - A"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	26667	320000
2	HRA	13333	160000
3	LTA **	2221	26656
4	Bonus	2221	26656
5	Other Allowance	18672	224063
	<b>TOTAL (A)</b>	<b>63115</b>	<b>757375</b>

### Statutory payments

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	Gratuity ***		15385
	<b>TOTAL (B)</b>		<b>36985</b>

### Other Benefits

1	Health Insurance		5640
	<b>TOTAL (C)</b>		<b>5640</b>

<b>TOTAL CTC (A)+(B)+(C)</b>	<b>800000</b>
------------------------------	---------------

### "Annexure - B"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
	<b>TOTAL Deductions</b>	<b>2008</b>	<b>24100</b>

<b>Net Take Home</b>	<b>61106</b>
----------------------	--------------

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**Note:**

\* Your Salary is Subject to statutory deductions as per applicable law.

**\*\* LTA Clause:**

(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

**\*\*\*** Gratuity benefits will be paid as per applicable law.

Sincerely Yours,  
For **ARCON Tech Solutions Private Limited**

**AUTHORIZED SIGNATORY**

Accepted: \_\_\_\_\_  
Signature **(Mr. Pratham Mahajan)**

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Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-151

4<sup>th</sup> June 2024

**Dear Mr. Dhruv Das,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **1<sup>st</sup> July 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter



Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-151

4<sup>th</sup> June 2024

**Mr. Dhruv Bhupendra Das**  
**298, Gurudev Building**  
**201, 2nd Floor, Warin Pada**  
**Khar Danda, Khar - West**  
**Mumbai-400052**

**TR CAT: C-200**

### **OFFER LETTER**

**Dear Mr. Dhruv Das,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in **Corporate Procurement Department**. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

**Your initial place of posting will be at our Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 1<sup>st</sup> July 2024.**

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 40,000/- (Rupees Forty Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- b) As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )



( 2 )

**Mr. Dhruv Bhupendra Das, Mumbai - 400052.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com)) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )



( 3 )

**Mr. Dhruv Bhupendra Das, Mumbai - 400052.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )





( 4 )

**Mr. Dhruv Bhupendra Das, Mumbai - 400052.**

Please report for the Corporate Orientation Program commencing on **Monday, 1<sup>st</sup> July 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

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I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement.  
I hereby agree to abide by the same. I will report for the Corporate Orientation Program on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

---

Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-125

3<sup>rd</sup> June 2024

**Dear Mr. Kunal Kore,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **1<sup>st</sup> July 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijojt@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter



Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-125

3<sup>rd</sup> June 2024

**Mr. Kunal Kore**  
**306/B, Panchsheel CHSL,**  
**Dhobighat, Vakola Bridge,**  
**Santacruz East, Mumbai-400055**  
**Mob: 7397929989**

**TR CAT: C-200**

### **OFFER LETTER**

**Dear Mr. Kunal Kore,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in **Godrej Process Equipment Division**. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

**Your initial place of posting will be at our Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 1<sup>st</sup> July 2024.**

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 40,000/- (Rupees Forty Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )



( 2 )

**Mr. Kunal Kore, Mumbai 400055.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com)) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )



( 3 )

**Mr. Kunal Kore, Mumbai 400055.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )





( 4 )

**Mr. Kunal Kore, Mumbai 400055.**

Please report for the Corporate Orientation Program commencing on **Monday, 1<sup>st</sup> July 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

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I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement. I hereby agree to abide by the same. I will report for the Corporate Orientation Program on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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Campus Selection Offer Letter - Mr. Saqueeb Kudroli (Graduate Engineer Trainee) - 1st July 2024 Batch

1 message

Saqueeb Kudroli <saqueebk7@gmail.com> Fri, 7 Jun, 2024 at 3:22 pm  
To: ALIAMMA CHOWALLOOR <aliamma@godrej.com>  
Cc: S.G. Kannan <sgkannan@godrej.com>, RACHNA BHUSE <rachna@godrej.com>, Tijo Thomas <tijojt@godrej.com>, Suresh K <sureshk@godrej.com>, Nitin Doke <nd@godrej.com>, Suchitra Damle <sdamle@godrej.com>, Dimple Singh <dimple@godrej.com>, Sudhir Patlekar <skpatlekar@godrej.com>, Sheldon Noronha <sheldon@godrej.com>  
Subject: Acceptance of Offer Letter

Dear HR Manager,

I hope this email finds you well.

I am **writing to formally accept the offer for the position of GET under the Process Equipment Division at Godrej**. I am thrilled to join such a prestigious organization and look forward to contributing to the team **starting from July 1st, 2024**.

As requested, I have **enclosed the signed offer letter in PDF format**.

Thank you once again for this incredible opportunity. I am eager to bring my skills and enthusiasm to Godrej and work with the esteemed team.

Best regards,

**Mohd Saqueeb Kudroli**  
**+91 8691875612**  
[saqueebk7@gmail.com](mailto:saqueebk7@gmail.com)

---

**Encl.:** Signed Offer Letter (.pdf)  
[Quoted text hidden]



A member of  
J. B. Patel Group of Companies

# Dipesh ENGINEERING Works

DESIGNERS & MANUFACTURERS OF CHEMICAL PLANT & EQUIPMENTS

OFFICE: Sej Plaza, 1-3, 3<sup>rd</sup> Floor, Junction of S.V. Road & Marve Road,  
Near Nutan High School, Malad (West), Mumbai – 400 064, INDIA  
Tel. : +91 22 4073 6736 • Fax : +91 22 4073 6737 • E-mail : sales@dipeshengg.net

Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

**Date: 17<sup>th</sup> July, 2024**

To,  
**Mr. Dhruv Sanjay Mahadik,**  
M2C, Flat No. 203, Pratiksha Nagar No.1  
Sion Transist Camp Road, At Apana Sahakari Bank,  
Sion East, Mumbai: 400022

## **Sub: Appointment of your Services & Terms.**

Dear Mr. Dhruv,

We are pleased to accept your candidature as an Apprentice in our **Quality Control Department** as a "Trainee" of our Company.

### **1) Effective Date of Appointment:**

Your Date of Joining is **17<sup>th</sup> June, 2024**

### **2) Place of Posting:**

Your services are liable to be transferred to any of the Company's establishments throughout India at any time. Your current posting will be at our Factory location which is located at B-76, Additional Ambernath, M.I.D.C., Anand Nagar, Ambernath, Dist. Thane-421 506. India.

### **3) Apprentice Period and Further Employment:**

Your minimum Contract Period with the Company is 24 Months of Work Period. For the First 12 Months you shall be operating as an Apprentice as per the Apprenticeship Act, followed by Trainee Engineer under Probation. Upon Mutual Interest you shall be inducted thereafter.

### **4) Period:**

The Period of Apprentice and Training is Two Years with the Company. Certificate of such Apprenticeship and Training shall be provided only if the Period is completed by yourself with the Company, which you have agreed to beforehand.



**5) Stipend / Remuneration:**

Your Stipend / Remuneration shall be reviewed every year or at such other time as the Management may decide. Salary Revisions are discretionary and will also be subject to, and on the basis of, effective performance and results.

**6) Responsibilities & Duties:**

Your work in the organization will be subject to the roles and responsibilities applicable to the respective position designated to you in the organization. You will always be alive to responsibilities and duties attached to your work and conduct yourself accordingly. You must effectively perform to ensure results. Periodically, the roles & responsibilities will be reformatted as to fulfill the objective of the company, which is at the discretion of Management.

**7) Remuneration:**

Your Monthly Gross Salary will be **Rs.12000/- (Rupees Twelve Thousand Only)**.

**8) Leave Entitlement:**

You will be entitled to leaves as per company's policy contained in Rules and Regulations formulated by company from time to time after completing 1 Year of Probation Period.

**9) Termination:**

a. The Company can terminate your services without need to assigning reasons thereof by giving 1 month's written notice to you or payment of salary in lieu thereof. However, Company may relieve you at any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

b. You may resign from services by giving 1 month written notice to Company or payment of salary in lieu thereof. If the exigencies of work so require, Company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion

c. Company has the right to terminate your service without notice or payment of salary in lieu thereof if you commit any breach of your duties and responsibilities under this contract of service or are found guilty of any gross negligence or misconduct which contravenes the express or implied conditions of your service.



**10) Past Records:**

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice and actions may be taken as necessary.

**11) Medical Fitness:**

This confirmation is subject to your being, and remaining, medically fit. You have declared that you are fully fit and this appointment is based on this declaration.

**12) Retirement:**

As per rules of Company, you may, at the option of the Management, remain in services of Company up to the age of 58 years.

**13) General Conditions:** You will be bound by the following:

- a. You will not engage in any trade or profession or undertake any employment, full or part-time, honorary or remunerator or seek membership of any local public body(ies) while in the service of Company, without first obtaining written permission from the management of the Company.
- b. You will not engage in any unlawful or any subversive activity while in the service of Company.
- c. Company will expect you to work in section/department in which you are placed with a high standard of initiative, efficiency and economy.
- d. You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, company or firm having business transaction with Company.
- e. You will, in all respects be governed by the rules and regulations applicable to your category of employees from time to time.
- f. You will also be accountable for company's property – tangible as well as intangible or intellectual whichever handled or used by you from the time of joining.

**14) Non-Compete Agreement:**

You will not accept any Employment Offers and not work for any Competitors of the Company for at least Ten Years from the Date of Resignation.





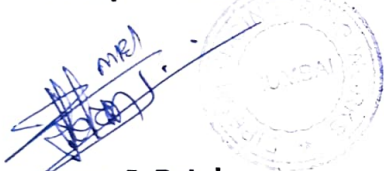
**15) Non-Disclosure Agreement:**

You will not disclose/use by word of mouth or otherwise, in any form, the particulars or details of business plans /trade secrets /finance /administration know how / designs, methods, processes, forms, systems and/or any confidential information of business or the company, or its clients, associates, business partners, co employees and suppliers etc. coming to your knowledge by virtue of your being in the employment of the Company. You will honor the Confidentiality and Non-Disclosure for the entire life span.

**16) Acceptance:**

As an acceptance of the above data & terms and conditions of the service, please signify your acceptance on the duplicate copy of this Confirmation letter.

**For Dipesh Engineering Works,**

  
**Ketan .J. Patel**  
**Chief Executive Officer**

I have read and understood the terms and conditions stated above and hereby signify my acceptance of the same.

Signature.....

Date ..17/07/2024..

**Salary Sheet****Name : Mr. Dhruv Sanjay Mahadik**

<b>Component</b>	<b>Amount (Rs.)</b>
Basic	4250.00
Dearness Allowance	2250.00
Travel Allowance	130.00
Special Allowance	39.00
House Rental Allowance	754.00
Medical Allowance	260.00
Wash. Allowance	39.00
Edu. Allowance	39.00
C/F Allowance	39.00
Incentive	4200
<b>Monthly Gross Salary</b>	<b>12000</b>
(-) Employees Contribution For Provident Fund	1350
(-) Profession Tax Deduction	200
(-) ESIC Contribution	90
<b>Monthly Net Salary</b>	<b>10360</b>

**Signing Authority**

I have read and understood the details stated above and hereby signify my acceptance of the same.

Signature: .....  .....

Date: 17/07/2024





INDIA

Estd. 1985

# H&K ROLLING MILL ENGINEERS PVT. LTD.

Regd. Office : 302, Balarama, Bandra Kurla Complex, Bandra (E), Mumbai - 400051.

Telephone : 022-26599881 (4 Lines) \* CIN : U29230MH1985PTC036236

GSTIN : 27AAACH1379N1Z8 \* PAN No. : AAACH1379N

E-Mail : [handk.india@gmail.com](mailto:handk.india@gmail.com) website: <http://thermex-rebars.in>

18.01.2024

Mr. Siddharth Nair  
C/101, Balaji Darshan,  
Opp. Manikpur Udyan,  
Chulna Road, Vasai – West,  
Pincode - 401202

## Sub: Appointment as Project Engineer

Dear Siddharth,

We refer to the recruitment exercise conducted by H&K India representatives at Fr. Conceicao Rodrigues College of Engineering on 17.01.2024. Based on your performance in the various exercises, we are now pleased to offer you employment as Project Engineer at H&K Rolling Mill Engineers Pvt. Ltd.

You are expected to report to our office in June 2024. We will communicate the exact date of joining once we receive the exam schedule from your end.

The terms and conditions of your employment are as follows: -

FIXED AMOUNT:

906

Internal

**Godrej & Boyce Mfg. Co. Ltd.**  
Regd. Office: Pirojshanagar,  
Vikhroli, Mumbai 400 079, India  
Tel: +91-22-6796 1700 / 1800  
info@godrej.com  
www.godrej.com  
CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.  
Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-127

3<sup>rd</sup> June 2024

**Dear Mr. Shreyas Phondke,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **1<sup>st</sup> July 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijojt@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**  
Encl.: Offer Letter





Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-127

3<sup>rd</sup> June 2024

**Mr. Shreyas Mahendra Phondke**  
**A/506, Swaroopanand CHS,**  
**S. K. Bole Road,**  
**Agar Bazar, Dadar West**  
**Mumbai - 400028**  
**Mob: 8291426908**

**TR CAT: C-200**

### OFFER LETTER

**Dear Mr. Shreyas Mahendra Phondke,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in **Godrej Process Equipment Division**. Your appointment is covered under the provisions of **The Apprentices Act, 1961** and its subsequent amendments thereto. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

**Your initial place of posting will be at our Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 1<sup>st</sup> July 2024.**

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 40,000/- (Rupees Forty Thousand only)** per month. *(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month)*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )





Internal

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CIN U28993MH1932PLC001828

( 2 )

**Mr. Shreyas Mahendra Phondke, Mumbai 400028.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com)) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )



( 3 )

**Mr. Shreyas Mahendra Phondke, Mumbai 400028.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )





Internal

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CIN U28993MH1932PLC001828

( 4 )

**Mr. Shreyas Mahendra Phondke, Mumbai 400028.**

Please report for the Corporate Orientation Program commencing on **Monday, 1<sup>st</sup> July 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**

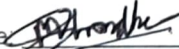


**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement.

I hereby agree to abide by the same. I will report for the Corporate Orientation Program on 1<sup>st</sup> July 2024

Signature:  Date: 6/06/2024 Mobile Number: 8291426908



To,  
**Ms. Dnyaneshwari Shinde ,**  
Flat No 24, Ganesh Darshan CHS,  
Plot No A/34, Sector – 12,  
Kharghar - 410210.

Date: 06.06.2024

**Dear Ms. Dnyaneshwari Shinde ,**

**Subject: Appointment as “Production & QC Trainee Engineer”.**

We are pleased to welcome you to the family of Unique Group as **“Production & QC Trainee Engineer”** w.e.f. **10<sup>th</sup> June 2024**.

The appointment shall always be, unless modified in writing, governed by the following terms & conditions.

**1. Place of Work:**

- a. You will be engaged to work at the Thane Office but shall work at such places or places as the Company may reasonably require for the proper performance of your duties.
- b. You may also be required to travel to fulfill your duties, at such times & to such places as the Company may reasonably require.

**2. Hours of Work:**

You will follow the discipline of the specified Office/Business hours listed in Company's HR Manual. However, given that the importance of your position requires a result-oriented approach to the job, which may often mean working beyond commonly accepted business hours.

**3. Gross salary:**

Your Gross monthly Salary will be **Rs. 15,050/- (Rupees Fifteen Thousand Fifty Only)**.

**4. Taxation:**

You shall be responsible for payments of all your income & other taxes to the relevant tax authorities & Company shall deduct from the monthly stipend payment the amount payable as tax in accordance with Indian regulations.

**5. Duties:**

You will currently report to the Management & will comply with all instructions & duties assigned. The management reserves the right to assign to you such other duties & responsibilities, both inside & outside the office premises, as may be considered advisable, from time to time, in the Company's interests.

**Unique Mixers & Furnaces Pvt. Ltd.**

Plot No B-95, Road No.27, Wagle Industrial Estate, M.I.D.C., Thane - 400 604. Maharashtra, India  
Tel. : 0091 22 2582 2385 / 2582 0172 / 2582 0992 | E : info@uniquemixer.com | : www.uniquemixer.com  
CIN : U28020MH1984PTC032392



**6. CONSEQUENCES OF BREACH OF TERMS:**

Not with standing anything contained & mentioned above, should you contravene or breach any of the foregoing terms & conditions of service or the law of the land or indulge or participate in any activity that is considered illegal as per the terms set out by the laws of India or any other country, the Company's will be entitled to terminate your services forthwith, without compensation, notice period or salary in lieu thereof & without prejudice to other legal rights/remedies available to the Company.

**7. PLEASE REFER HR MANUAL FOR ADDITIONAL SERVICES RULES SHARED BY HR**

You confirm to have sought independent legal advice on the contents of this agreement & agree with the terms set out herein.


Kindly sign & return a copy of this letter as a measure of your acceptance of the same & confirmation of the terms & conditions of the assignment including the policies & rules of the Company.

We look forward to your active participation in Unique Mixers & Furnace Pvt Ltd business growth & to your own growth as a professional.

We take this opportunity to welcome you to Unique Mixers & Furnace Pvt Ltd & look forward to your productive & healthy association with us.

Thanks,

**Unique Mixers & Furnaces Pvt Ltd**

  
**Jyoti Shibbu**  
**Sr. General Manager**

**Declaration by the Employee.**

I accept the terms and conditions mentioned in the aforesaid letter. I also confirm that I have been briefed about the Service Rules and HR Policies of the Company on Joining and I accept the same.

**Date: -**

**Place: Thane**

  
**Signature**



Ref No:LT/JUN/2024

Date: :24/06/2024

STRICTLY PRIVATE & CONFIDENTIAL

To,  
Mr. Harshad Thakur  
Place – MUMBAI

APPOINTMENT LETTER

Dear Harshad,

This has reference to your application and the subsequent discussions you had with Lite Technology Pvt Ltd which will be Refereed as a 'Unilights' Throughout this documents.

1. POSITION: You are being appointed as "Product Designer"
2. You will initially be based at MUMBAI.
3. Your appointment is subject to your being medically fit at all times.
4. COMPENSATION AND BENEFITS: You will receive compensation of 2,16,000 INR per annum. Income tax or any other statutory deductions will be done at source. Outstation expenses will be considered at actuals as per requirements.
5. POSTING & TRANSFER: Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India, depending upon the needs of the organization. Your service may be transferred to any office of the company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at any given point of time.
6. PROBATION: You will be on probation for a period of 6 months, from your date of joining, after which your performance will be assessed. You will be confirmed in your appointment in writing on successful completion of the said probationary period. No resignations will be accepted during this period. If no confirmation is made in writing at the end of the probationary period, it will be deemed to have been extended until the company confirms you in writing.



Factory (India) : 2nd Floor, House no.11, Plot no.13, Sapna Industrial Estate, Phase-II, Near Nakoda School, Village-Saravali, Tal-Bhiwandi, Dist-Thane, Maharashtra-421 302.

Factory (UAE) : Area 03 Plot 03, SAIF Zone - Sharjah - UAE      Factory (Europe) : Rietveldenweg 12-A, 5222 AR's-Hertogenbosch, Netherlands

Email Id : info@unilights.co      contact : +919372200205      Website : www.unilights.co

Follow us on : <https://www.facebook.com/lightup.in/> <https://www.linkedin.com/company/lite-technology-co-pvt-ltd-> <https://www.instagram.com/unilights.co/?hl=en>



Date: 15 Jul 2024

Mr ALROY LOUIS DMONTE  
Bethel House Agashi Madibhat Virar westTal  
Vasai Dist  
Palghar 401301

Employee No: 3423858  
Dear Mr ALROY LOUIS DMONTE

### **Appointment Letter**

We are pleased to appoint you in our organization as Production Associate subject to the following terms and conditions:

1. Your contract will commence from 15 Jul 2024 and expire on 14 Jul 2025 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 15 Jul 2024 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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Doc ID: TL/FB47ABFDCDC

**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**

Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.

Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)

an other statutory benefits whenever is applicable during the contract period. It is hereby declared that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable

to such termination, and TeamLease shall promptly settle all your dues after making the applicable deductions.

6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9<sup>th</sup> of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 15 Jul 2024 to 14 Jul 2025 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
14. Upon resignation or early termination of your fixed term contract, an amount of Rs. 500/- (Rupees Five Hundred Only) shall be deducted from your full and final settlement towards the Alumni & Learning Fee. This Fee is towards Lifetime Access to the TeamLease Alumni App, where you will continue to have access to the TeamLease Learning portal to be able to access free courses. You will also get various job recommendations from our TL Connect Job portal basis your career interests. Additionally on the TeamLease App, you will also be able to view & download your Payslips, Appointment letter, relieving letter, PF statement, Income Tax statement etc.
15. "You shall not, either during or after termination of your employment with client give out to any third part by word of mouth or otherwise, the Proprietary and/or Confidential Information of the Company, that shall include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, products detail, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters pertaining to company or our client. Further, you shall not at any time, whether during or after the period of employment, use such Proprietary or Confidential information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than our client. This Non-Disclosure obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the company or not.
16. This appointment letter shall be co-terminus with the agreement we have with our client.
17. Upon joining, an amount of INR 399/- shall be deducted from your first month pay towards Assessment and Verification Fee. This will include Soft Skills Assessment along with a detailed Assessment report conducted at the time of joining, Suggested Skill building Certification courses along with access to learning content on our Learning platform.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such

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TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



(Authorized Signatory)

Signature and date:  
Name: ALROY LOUIS DMONTE

#### Salary Annexure

Employee No: 3423858

Particulars	Amount
Basic	12732
House Rent Allowance	5093
Conveyance	1118
Employer PF Contribution	1662
ESIC - Employer	614
Insurance	846
Statutory Bonus	1061
TotalAmount	23126
Amount In Words(Rs)	Twenty Three Thousand One Hundred Twenty Six Rupees

#### Net Pay Annexure

EARNINGS	Amount
Basic	12732
House Rent Allowance	5093
Conveyance	1118
Statutory Bonus	1061
<b>Gross Earnings</b>	<b>20004</b>
DEDUCTIONS *	Amount
Employee ESI	142
Employee PF	1662
Professional Tax	200
<b>Total Deduction</b>	<b>2004</b>
<b>Net Salary</b>	<b>18000</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

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**Salary Annexure**

Employee No: 3423858

Particulars	Amount
Basic	12732
House Rent Allowance	5093
Conveyance	1118
Employer PF Contribution	1662
ESIC - Employer	614
Insurance	846
Statutory Bonus	1061
TotalAmount	23126
Amount In Words(Rs)	Twenty Three Thousand One Hundred Twenty Six Rupees

**Net Pay Annexure**

EARNINGS	Amount
Basic	12732
House Rent Allowance	5093
Conveyance	1118
Statutory Bonus	1061
<b>Gross Earnings</b>	<b>20004</b>
DEDUCTIONS *	Amount
Employee ESI	142
Employee PF	1662
Professional Tax	200
<b>Total Deduction</b>	<b>2004</b>
<b>Net Salary</b>	<b>18000</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

**Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\*

Doc ID: TL/FB47ABFDCDC



**of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

08-Dec-2023

Mr. Saif Jambura

**Sub: Offer as Graduate Engineering Trainee**

Dear Mr. Saif Jambura,

We are pleased to inform you that you have been selected for the above position in Supply Chain function of our Organization. You will be placed at Mumbai - HO location. You will be on probation for a period of 12 months from the date of your joining.

The break-up of your salary and allowances is given in the sheet attached hereto. This compensation structure is subject to changes to be made by the Company from time to time in accordance with the compensation scheme of the Company.

As a part of the joining process, you are required to submit the photo copies of the documents mentioned in attached list. Also bring along with you all the certificates and testimonials in original for verification.

Please note that this offer of employment is subject to satisfactory completion of your reference check and pre-employment medical examination.

A formal appointment letter will be issued to you on your joining the Organization. You are required to join our Organization on or before 10-June-2024 failing which this Offer of employment shall stand withdrawn.

We look forward to you having a long and fruitful association with Kansai Nerolac.

Yours faithfully  
For **Kansai Nerolac Paints Limited**



Pankhuri Seth  
Chief Manager - Human Resource

Saif Jambura

**KANSAI NEROLAC PAINTS LIMITED**

Nerolac House, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013. Tel: +91 22 2499 2500 ,www.nerolac.com  
CIN : L24202MH1920PLC000825

Annexure			
Name	Saif Jambura	Grade	E03
Designation	Graduate Engineering Trainee	Location	Mumbai - HO
DOB	04-Feb-2002	Qualification	BE in Mechanical Engineering
Experience	Nil	Past Organization	Nil
Basic Salary			15,000
House Rent Allowance			5,400
Amenities Allowance			11,693
Conveyance Allowance			2,200
Medical Reimbursement			1,000
Monthly Incentive (Bonus)			2,700
<b>Total Monthly</b>			<b>37,993</b>
<b>Total Annual</b>			<b>455,916</b>
<b>B. Annual Payments</b>			
Leave Travel Allowance			4,900
Provident Fund (12% of Basic)			21,600
Gratuity (4.81% of Basic)			8,658
<b>Gross Per Annum</b>			<b>491,074</b>
<b>C. Variable Pay</b>			
Performance Linked Incentive (PLI) 12.00%			58929.00
<b>Grand Total - Cost to Company (CTC) (A+B+C)</b>			<b>550000</b>

**Notes:**

- House rent allowance is not payable if accommodation is provided by the Company.
- Apart from the above mentioned components, you and your family will be covered under the medical insurance up to Rs 300,000 as per the Policy of the Company. Family means your spouse and two dependent children up to 21 years. (Please refer policy for details).
- Gratuity is payable as per the payment of Gratuity Act 1972.
- Monthly Bonus is payable as per the Bonus Act 1965.
- You are advised to refer to the detailed policy documents to fully understand the administration and entitlement of compensation & benefits plan, The company reserves the right to amend, modify or end any provision applicable at any time without advance notice.
- If you choose not to have superannuation as a cash out option, the same will be added in your retiral benefits. Superannuation is calculated @ 15 % of basic Salary. If you wish to keep superannuation allowance as a part of your monthly take home, the same will be added to your amenities allowance once the final offer is shared.
- The Performance Linked Incentive will be paid on the basis of Individual performance based on the KRA/Contest parameter multiplied by the corporate factor. The multiplication factor will be based on achievement of the overall business plan defined by the management for the year.
- The variable pay will be made in the month of July of the following year, provided you are on the rolls of the company on 30th June of said year and will be on pro rata basis.
- LTA can be claimed only on completion of 1 year of service.
- You are covered under " Employees Group Insurance policy ".



Pankhuri Seth  
Chief Manager - Human Resource

ESIGNATION ACCEPTANCE or RELIEVING LETTER FROM PREVIOUS EMPLOYER (Photocopy)
1 PASSPORT SIZE COLOUR PHOTOGRAPH
<p>EDUCATION TESTIMONIALS:</p> <p>SSC, HSC &amp; Degree Certificate &amp; mark sheet</p> <p>Post Graduate Degree / diploma</p>
PAN CARD copy
<p>BANK DETAILS:</p> <p>Account No. :</p> <p>IFSC Code :</p> <p>Name of Bank:</p> <p>Branch :</p> <p>(Copy of cancelled cheque is must)</p>
<p>RESIDENTIAL PROOF ( Copy of Aadhar Card is compulsory + Any two from the followings ) :</p> <p>Copy of Aadhar card (Compulsory)</p> <p>Copy of Valid Passport</p> <p>Copy of voter ID card</p> <p>Copy of Ration card</p> <p>Copy of current Electricity / Telephone/ Society Maintenance bill</p> <p>Copy of Driving License</p> <p>Copy of Ration Card</p>



## RE: Interview Schedule

Inbox



HRM Dept 5:42 PM

to me ▾



Dear Mansi,

'Congratulations'

You are selected for the post of Trainee Estimation Engineer in Sales & Estimation department with Dipesh Engineering Works.

Your date of joining is on 10.06.2024, Kindly provide confirmation for the same.

Regards,

**Mrs Darshana Meriya**

**Human Resource**

**8291846963**



**Dipesh Engineering Works**

3rd Floor, Sej Plaza, Junction of S V Road & Marve Road, Near Nutan High School, Malad West, Mumbai – 400 064. INDIA

Tel: + 91.22.4073 6707 | Fax: + 91.22.4073 6737 | [www.dipeshengg.com](http://www.dipeshengg.com)



99+





**Applicant ID:** 7724278

**Name:** Dhruvi Panchal

**Mobile No.:** 7745044969

**Email ID:** dhruveepanchal7666@gmail.com

**College / University:** Fr Conceicao Rodrigues College of Engineering

**Degree / Branch:** Bachelors of Engineering

Dear **Dhruvi**,

It was great interacting with you during the campus interview process. We are pleased to let you know that you have cleared our selection process, accordingly we intent to offer you to be a part of the Zycus family.

Your intended designation would be **Trainee - Business Development** at Grade **4A** and we intend to offer you an annual compensation of **INR 6,50,000**.

Please note that this is not a formal offer letter. We will issue a formal offer letter to you on the date of your joining and post successful completion of your final semester degree/diploma examination if any.

Further at the time of joining Zycus, you shall be required to complete the joining formalities, which includes acceptance of employment terms and conditions and other agreements.

**For Zycus Infotech Pvt. Ltd**

**Authorized Signatory**

**Sanju Laitonjam**  
**Director – Talent Acquisition**

**Authorized Signatory**

**Niharika Spencer**

I hereby accept the Letter of Intent and the terms and conditions provided in this letter.

**Name:** Dhruvi Panchal

**Date:**

Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-50

29<sup>th</sup> May 2024

**Dear Mr. Harshvardhan Trivedi,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **24<sup>th</sup> June 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year):** - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**  
Encl.: Offer Letter



25-06-2024

## **OFFER LETTER**

Dear **Yayati Nakhate**,

Congratulations! We are pleased to confirm that you have been selected to work for **insideFPV Ventures Private Limited**. We were impressed by your qualifications and skills during the selection process and believe that you will make a valuable contribution to our team. We are delighted to make you the following job offer:

The position we are offering you is that of **CAD Engineer** with an annual cost to company of Rs,**INR 4,44,000.00**

We would like you to start the work on **01-07-2024**. Your probation period will be of a duration of **2 months**. There will be 3 month of notice period and a bond of **6 months** (not including the probation period) has to be served by the employee.

Please report to **Ms.Priya Bhattar** for documentation and orientation. If you have any queries, please send an email to **team@insidefpv.com**. On joining, you will be invited to our HR tool in which you may be required to upload your documents. You have to report at Company Address : 414, Shavion Shopping Paradise, Gaurav Path Road, Palanpur, Surat, Gujarat 395009.

Please sign the enclosed copy of this letter and return it to me by **27-06-2024** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of insideFPV Ventures Private Limited and we look forward to working with you.

Sincerely,  
Priya Bhattar

{{Signature CandidateSignature}}

Accepted By,  
YayatiNakhate

## **Annexure A**

### **1. Posting and Transfer**

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### **2. Probation**

That you will be on probation for a period of 2 months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. You are not entitled to any type of leave during the probation period until necessary.

### **3. Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### **4. Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

### **5. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### **6. Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

### **7. Past Records**

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company

proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

## **8. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

## **9. Authority**

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.



## Annexure B

This is your expected monthly salary structure.

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	21,000.00	2,52,000.00
HRA	7,000.00	84,000.00
Medical Allowance	1,250.00	15,000.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	6,150.00	73,800.00
TOTAL EARNINGS (A)	INR 37,000.00	INR 4,44,000.00
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Learning and Development Allowance	5,000.00	60,000.00
insideFPV Benefits Plan	2,000.00	24,000.00
TOTAL DEDUCTIONS (B)	INR 7,000.00	INR 84,000.00
TOTAL (A-B)	INR 30,000.00	INR 3,60,000.00



## Certified Skill Development (CSD) Training Program Offer

28-Oct-2023

Candidate ID: 26970801

**Mayuresh Dilip Vadke**  
**B.E. Mechanical Engineering**  
**Fr Conceicao Rodrigues College of Engineering, Mumbai**

Dear **Mayuresh Dilip Vadke**,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your acceptance to the Letter of Intent, we are pleased to offer you a Certified Skill Development (CSD) Training Program on premises with us **for a period of 3 to 6 months**. Your CSD Training Program onboarding will be scheduled as per our business requirements and shall be communicated to you in writing.

During this CSD Training Program period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the CSD Training Program curriculum. The stipend will be paid only subject to successful completion of milestones as defined in the curriculum, your performance and attendance prior to the monthly stipend processing window for a given month. Cognizant will not encourage any other claim with regard to compensation or other statutory payments or reimbursements and it is hereby clarified that participation in this CSD Training Program and/or during the course of completing this CSD Training Program you shall not be entitled for any benefits paid or made available to that of Cognizant employees.

Though this Cognizant CSD Training Program is a pre-requisite skill and capability development program, it does not guarantee employment with Cognizant and there is no employer – employee relationship during the course of this CSD Training Program. However, the successful completion of this CSD Training Program will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future. Also, you shall be provided with a Certificate of Completion upon you successfully completing this CSD Training Program which can be included within your resume.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed CSD Training Program. In the event of unsatisfactory performance during the CSD Training or non-completion of the CSD Training, no Certificate of Skill Development shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

### Section A: Terms and Conditions:

1. The CSD Training Program timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the CSD Training Program. The CSD Training Program would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.

2. CSD Training Program associates are covered under Cognizant's calendar holidays of the respective location of where the Training Program is conducted, and you would need to adhere with minimum

- attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and CSD Training Program would be terminated if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your CSD Training Program would be terminated.
  4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your CSD Training Program would be terminated.
  5. After successful completion of your CSD Training Program, if there is a business demand which expects you to get skilled on a different skill set, you would be expected to get skilled in that required application, failing which your Letter of Intent will be revoked.
  6. Stipend payment will be done for the prescribed CSD Training Program period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
  7. There would be zero tolerance to plagiarisms and misconduct during the CSD Training Program. Adherence to Cognizant policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of this CSD Training Program without any notice. You would be required to complete Cognizant mandatory trainings such as Code of Conduct and AUP within the given timelines.
  8. During the course of your CSD Training Program and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate termination of this CSD Training Program.
  9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the CSD Training Program period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
  10. It is hereby clarified that participation in this CSD Training Program shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this CSD Training Program does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
  11. Cognizant holds all rights to cancel this CSD Training Program Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the CSD Training Program within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this CSD Training Program Offer, your access and participation in the CSD Training Program shall stand terminated.
  12. At the time of your reporting for the CSD Training Program, you will be required to sign a Non - Disclosure Agreement with the Cognizant. During the course of your CSD Training Program and after completion of the same, you are required to maintain strictest confidentiality with respect to Cognizant's proprietary or products that you access or come into contact with, during your project under this CSD Training Program, at all times as per our Policy. You shall not use Cognizant proprietary information or products for any purpose. Any breach of information security will be dealt as per Cognizant Policy.
  13. This CSD Training Program Offer shall be **valid for 3 calendar days** from the date of this Offer, hence you are requested to accept or decline this CSD Training Program Offer **within 3 days** and are also requested to submit the mandatory documents **within 7 calendar days** from the day of accepting your CSD Training Program offer as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

14. For avoidance of doubt, it is herewith stated that the CSD Training Program shall stand cancelled on the below scenarios as well:

- a. In the event of you accepting this CSD Training Program Offer but not joining into the CSD Training Program on the specified date and at specified location of onboarding.
- b. In the event of you not accepting this CSD Training Program Offer or failing to communicate acceptance **within 3 calendar days** as stated above
- c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to termination of this CSD Training Program Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your CSD Training Program has been terminated then your Letter of Intent would also be revoked.

You hereby consent for Cognizant to collect, process the data submitted by you for background verification.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and reuploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre-joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>.

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-176

12<sup>th</sup> June 2024

**Dear Mr. Neel Mankame,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **22<sup>nd</sup> July 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter





Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-176

12<sup>th</sup> June 2024

**Mr. Neel Mahendra Mankame**  
**1st Floor, Sonawala Building**  
**12th Khetwadi Cross Lane**  
**Grant Road**  
**Mumbai – 400004**

**TR CAT: C-200**

**OFFER LETTER**

**Dear Mr. Neel Mankame,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in **Godrej Interio Division**. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

**1. Place of Posting & Period of Training:**

**Your initial place of posting will be at Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 22<sup>nd</sup> July 2024.**

**2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 40,000/- (Rupees Forty Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

**3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

**4. General terms & conditions:**

- Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )



( 2 )

**Mr. Neel Mahendra Mankame, Mumbai – 400004.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com) ) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )



( 3 )

**Mr. Neel Mahendra Mankame, Mumbai – 400004.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )



( 4 )

**Mr. Neel Mahendra Mankame, Mumbai – 400004.**

Please report for the Corporate Orientation Program commencing on **Monday, 22<sup>nd</sup> July 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

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I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement.  
I hereby agree to abide by the same. I will report for the Corporate Orientation Program on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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INDIA

Estd. 1985

# H&K ROLLING MILL ENGINEERS PVT. LTD.

Regd. Office : 302, Balarama, Bandra Kurla Complex, Bandra (E), Mumbai - 400051.

Telephone : 022-26599881 (4 Lines) \* CIN : U29230MH1985PTC036236

GSTIN : 27AAACH1379N1Z8 \* PAN No. : AAACH1379N

E-Mail : [handk.india@gmail.com](mailto:handk.india@gmail.com) website : <http://thermex-rebars.in>

18.01.2024

Mr. Yash More  
201, Jacob Apartment,  
Baburao Parulekar Marg,  
Dadar – West,  
Mumbai – 400028.

## Sub: Appointment as Project Engineer

Dear Yash,

We refer to the recruitment exercise conducted by H&K India representatives at Fr. Conceicao Rodrigues College of Engineering on 17.01.2024. Based on your performance in the various exercises, we are now pleased to offer you employment as Project Engineer at H&K Rolling Mill Engineers Pvt. Ltd.

You are expected to report to our office in June 2024. We will communicate the exact date of joining once we receive the exam schedule from your end.

The terms and conditions of your employment are as follows: -

### FIXED AMOUNT:

Sl. No.	Component	Annual Amount, Rs.
a.	Basic Salary	1,32,000
b.	HRA	75,000
c.	City Compensatory Allowance	75,000
d.	Confidentiality Allowance	75,000
e.	Loyalty Allowance	50,000
f.	Conveyance Allowance	36,000
g.	Company Contribution to PF	15,840
h.	Medical Reimbursement	18,000
i.	Leave Travel Allowance	25,000
	<b>TOTAL</b>	<b>5,01,840</b>

### VARIABLE AMOUNT:

- You will be entitled to Books and Periodicals Allowance of Rs. 4,000/- per annum.
- Lunch Allowance of Rs. 50/- per day will be given for every day attended in Mumbai office.
- You will be entitled to a 'Performance/Annual Bonus' as decided by the Board of Directors.

### OTHER BENEFITS:

- You will be entitled to Personal Accident Insurance policy paid by the company.
- You will be entitled to avail of Medical Insurance premium up to Rs 8,000/- per annum; reimbursed by the company.



OTHER TERMS:

- a. You will devote your whole time and attention to your duties to promote the interest of the organisation and will not utilise or divulge to any person or persons any of our trade secrets or affairs.
- b. You will not carry on any business or enter any service with any other company or person.
- c. You will also not disclose, divulge or reveal, during the tenure of your service with us, without our prior consent in writing, to any person, firm or corporate body, any technical process, methods of manufacture or any other secrets or confidential information or documents, papers or writings whatsoever which you acquire during your employment with us.
- d. You will abide by the standing orders and/or other staff rules and regulations applicable to you, which are in force or may be framed from time to time.
- e. Your services may be terminated at any time by two months' notice (month does not necessarily mean calendar month) in writing by us. In case you leave our employment without giving due notice, we shall have the right to deduct as liquidated damages, equivalent to the amount for due notice period from any money that may be due to you.
- f. In case you resign from the organization or your services are terminated, you will not seek or take employment, either directly or indirectly, with any competitor - company, firm or individual - that carries out business similar to the specialised H&K field of 'thermo-processing' technology for manufacture of high strength deformed reinforcement bars and supply of 'stop-start' shears.
- g. You are bound to maintain the confidentiality of the knowledge and designs gained through your employment at H&K and not ever use the same for personal gain or profit or any other reason, either by passing on the confidential information to third parties including prospective H & K clients *even after you cease to be an employee.*
- h. If at any time in our opinion which is final in that matter, you are found guilty of dishonesty, disobedience, disorderly behaviour or violation of any one or more terms of this letter your services may be terminated.
- i. You shall serve the company faithfully, truly, diligently and with integrity, honesty and absolute loyalty and shall not participate in any subversive activities in the company. You shall keep the management informed in case you happen to know of any subversive activities against the company and its interest.
- j. Your services are liable to be transferred to any of our sister divisions/offices in India.
- k. During your employment with us you shall undergo medical check-up as and when management desires.
- l. This appointment is subject to the jurisdiction of Courts in Mumbai.

Please note that as per current Company Rules, change in emoluments, if any, is generally effected on first April of each year. There are no salary scales or automatic increase in salary. The emoluments are reviewed each year and overall contribution of each employee and the "value to company" are the main factors for deciding the emoluments.

Kindly return the duplicate copy of this letter duly signed by you as a token of your acceptance of this letter and the terms of employment.

Thanking you,  
Yours faithfully,  
For H&K ROLLING MILL ENGINEERS PVT. LTD.

  
Radhika Markan,  
Managing Director.

Accepted  
Yash More



Mech Placements 2023-...

Asiya, Dhruv, Dhruv, Saurabh, Sidd...



21 April 2024

 **Harsh Trivedi**

➡ Forwarded

Select for Editorial Assistant		
Sr.no	Name	College
1	Wencelaus Ratto	Fr. Conceicao Rodrigues College of Engineering
2	Raghav Rawat	Fr. Conceicao Rodrigues College of Engineering
3	Mitali Desai	Xavier Insititute of Engineering
4	Merin Reji	Xavier Insititute of Engineering
5	Harshita Gupta	Xavier Insititute of Engineering
6	Tejas Thakare	KC College of Engineering
7	Siddharth Naidu	Don Bosco Institute of Technology
8	Wincy Mispa	Xavier Insititute of Engineering



@Crimson Interactive Selects. Further processes will be notified. Selects need to mail their acceptance letter to Sharma sir ([tpo@fragnel.edu.in](mailto:tpo@fragnel.edu.in)).

10:24 am

Congratulations @Raghav Rawat



10:25 am



Message

