AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

PLACEMENT RECORD - ACADEMIC YEAR 2021 - 2022

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

S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	2021-22	ABDUL AZEEZ A	BE (CSE)	2022	M/s. Bosch Global Software Technologies (P) Ltd 123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095.	5 Lakhs Pa
2	2021-22	ABDUL BASITH M A	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
3	2021-22	ABDUL HAMEED S	BE (CSE)	2022	M/s. Creative Technologies Plot No. 42, VGN Serinity Groove, Phase -1, Ayappakkam, Chennai - 600 077	2 Lakhs Pa
4	2021-22	ABDUL KALAM M	BE (CSE)	2022	M/s. Vintek Solutions 414, Workafella, Teynampet, Chennai - 600 018.	3 Lakhs Pa
5	2021-22	ABDUL NAWAZ HAMDHAN T	BE (CSE)	2022	M/s. Infosys Ltd 44, Infosys Avenue, Electronic City, Hosur Road Bangalore - 560 100	3.6 Lakhs Pa
6	2021-22	ABDUL THAWAF A	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
7	2021-22	ABDUL VAQEEL K	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
8	2021-22	AFROZE FATHIMA M S	BE (CSE)	2022	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
9	2021-22	AREEB HAMMAD N	BE (CSE)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa
10	2021-22	ARUL BALAJI S	BE (CSE)	2022	M/s. Hexaware Technologies Ltd 152, Millenium Business Park, Sector - III, A Block, TTC Industrial Area, Maphe, Navi Mumbai - 400 710	4 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
11	2021-22	ASMATH HAZEENA A	BE (CSE)	2022	M/s. Mphasis Ltd DLF SEZ IT Park, Tower 1B, Level 1-5, 1/124, Shivaji Garden Manpakkam, Mount Poonamallee Road, Chennai -	3.25 Lakhs Pa
12	2021-22	ATHIQ ALI N	BE (CSE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
13	2021-22	ATHIQUR RAHMAN H	BE (CSE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
14	2021-22	DIVYA LAKSHMI V	BE (CSE)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa
15	2021-22	FAIZAN HAMID P K	BE (CSE)	2022	M/s. Ifelse Techsmart Solutions (P) Ltd No.16/4, Salai Street, Choolai, Chennai - 600 112.	3 Lakhs Pa
16	2021-22	GANESH R	BE (CSE)	2022	M/s. Creative Technologies Plot No. 42, VGN Serinity Groove, Phase -1, Ayappakkam, Chennai - 600 077	2 Lakhs Pa
17	2021-22	GIRIJESH KUMAR S	BE (CSE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
18	2021-22	HIMAYUN J	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
19	2021-22	IRSHAD KHAN A	BE (CSE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
20	2021-22	SHAIK ALTHAF	BE (CSE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
21	2021-22	KALANDHAR FASIL K K	BE (CSE)	2022	M/s. Tata Elxsi Ltd ITBP Road, Whitefield, Bangalore - 560 048	3.5 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
22	2021-22	LIYAGATH ALI KHAN M	BE (CSE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
23	2021-22	MOHAMED ABRAR M	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
24	2021-22	MOHAMED ANEES M A	BE (CSE)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
25	2021-22	MOHAMED ESMAIL A	BE (CSE)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
26	2021-22	MOHAMED ISTHIYAAQ A R	BE (CSE)	2022	M/s. Creative Technologies Plot No. 42, VGN Serinity Groove, Phase -1, Ayappakkam, Chennai - 600 077	2 Lakhs Pa
27	2021-22	MOHAMED MUHUSIN A	BE (CSE)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
28	2021-22	MOHAMED SAMEER KHAN M	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
29	2021-22	MOHAMED THALIF HASAN A	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
30	2021-22	MOHAMMED WAJITH I	BE (CSE)	2022	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	1.8 Lakhs Pa
31	2021-22	MOHAMMAD RAFI M	BE (CSE)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	4 Lakhs Pa

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32	2021-22	MOHAMMED ADNAN A	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
33	2021-22	MOHAMMED JAFFER SATHIQ A S	BE (CSE)	2022	M/s. Iopex Technologies Ambit IT Park No. 32, Ambattur Industrial Estate, Second Main Road, Ambattur, Chennai - 600 058.	4 Lakhs Pa
34	2021-22	MOHAMMED SHUJATH K	BE (CSE)	2022	M/s. MSC Technology India (P) Ltd Plot No. 14, 3rd Main Road, Ambattur, Industrial Estate, Chennai - 600 058.	3.24 Lakhs Pa
35	2021-22	MOHAMMED ZAYD	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
36	2021-22	MOHD AZAM	BE (CSE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
37	2021-22	MYDEEN IJAS V M	BE (CSE)	2022	M/s. NTT DATA Global Delivery Services (P) Ltd Block No. 2, 2nd Floor,D7, Plot No.123, Epip Phase II, Whitefield Industrial Area, Bangalore - 560 066	3.5 Lakhs Pa
38	2021-22	NOOR MOHAMED V S	BE (CSE)	2022	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
39	2021-22	PRIYADHARSHINI R	BE (CSE)	2022	M/s. MSC Technology India (P) Ltd Plot No. 14, 3rd Main Road, Ambattur, Industrial Estate, Chennai - 600 058.	4.12 Lakhs Pa
40	2021-22	RAIS AL HIND	BE (CSE)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	3.5 Lakhs Pa
41	2021-22	RUBESH.S	BE (CSE)	2022	M/s. NTT DATA Global Delivery Services (P) Ltd Block No. 2, 2nd Floor,D7, Plot No.123, Epip Phase II, Whitefield Industrial Area, Bangalore - 560 066	3.5 Lakhs Pa
42	2021-22	SAHANA PARVEEN N	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
43	2021-22	SAJID ALI M	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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44	2021-22	SAKEEL RAZHEEN S M	BE (CSE)	2022	M/s. Iopex Technologies Ambit IT Park No. 32, Ambattur Industrial Estate, Second Main Road, Ambattur, Chennai - 600 058.	4 Lakhs Pa
45	2021-22	SAMEER AADEIL	BE (CSE)	2022	M/s. MSC Technology India (P) Ltd Plot No. 14, 3rd Main Road, Ambattur, Industrial Estate, Chennai - 600 058.	4.12 Lakhs Pa
46	2021-22	SATHISWARRI M	BE (CSE)	2022	M/s. Caterpillar India (P) Ltd Melnallathur, Tiruvallur - 602 004	2.3 Lakhs Pa
47	2021-22	SEYAD MOHAMMED FAHEEM M Y	BE (CSE)	2022	M/s. Iopex Technologies Ambit IT Park No. 32, Ambattur Industrial Estate, Second Main Road, Ambattur, Chennai - 600 058.	4 Lakhs Pa
48	2021-22	SHAZIYA BEGUM D	BE (CSE)	2022	M/s. Tata Elxsi Ltd ITBP Road, Whitefield, Bangalore - 560 048	3.5 Lakhs Pa
49	2021-22	SHUAIB.M	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
50	2021-22	SURIYA Y	BE (CSE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
51	2021-22	SYED ABU ANWAR	BE (CSE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
52	2021-22	SYED AQUIB SIDDIQ	BE (CSE)	2022	M/s. Ifelse Techsmart Solutions (P) Ltd No.16/4, Salai Street, Choolai, Chennai - 600 112.	3 Lakhs Pa
53	2021-22	THENDRAL G	BE (CSE)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	3 Lakhs Pa
54	2021-22	UMAR ALI AHAMED K M	BE (CSE)	2022	M/s. Capgemini Technology Services India (P) Ltd Prestige Cyber Towers, 117, Rajiv Gandhi Salai, Karapakkam, Chennai - 600 097	4 Lakhs Pa
55	2021-22	YASAR ARAFATH A	BE (CSE)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa

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56	2021-22	ABDUL NAWFAL M	BE (CSE)	2022	M/s. N Gen Labs B 5/66, Safdarjung Enclave, B-Block, 7, Arjun Nagar, Delhi - 110 029	1.8 Lakhs Pa
57	2021-22	AFRAH FATHIMA S	BE (CSE)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa
58	2021-22	ANEEQUR RAHMAN C	BE (CSE)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	4 Lakhs Pa
59	2021-22	SUBHASHINI S	BE (CSE)	2022	M/s. Creative Technologies Plot No. 42, VGN Serinity Groove, Phase -1, Ayappakkam, Chennai - 600 077	2 Lakhs Pa
60	2021-22	ASIM KHAN.A	B.Tech (IT)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
61	2021-22	ENAMULHUK M	B.Tech (IT)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
62	2021-22	HIDARALI A	B.Tech (IT)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
63	2021-22	MADHUMEGA A	B.Tech (IT)	2022	M/s. Capgemini Technology Services India (P) Ltd Prestige Cyber Towers, 117, Rajiv Gandhi Salai, Karapakkam, Chennai - 600 097	4 Lakhs Pa
64	2021-22	MOHAMED MARWAN VM	B.Tech (IT)	2022	M/s. Iopex Technologies Ambit IT Park No. 32, Ambattur Industrial Estate, Second Main Road, Ambattur, Chennai - 600 058.	4 Lakhs Pa
65	2021-22	MOHAMED NAWAZ M	B.Tech (IT)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	3.5 Lakhs Pa
66	2021-22	SABA ZEHRA S	B.Tech (IT)	2022	M/s. NTT DATA Global Delivery Services (P) Ltd Block No. 2, 2nd Floor,D7, Plot No.123, Epip Phase II, Whitefield Industrial Area, Bangalore - 560 066	3.5 Lakhs Pa

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67	2021-22	SALMA A	B.Tech (IT)	2022	M/s. Infosys Ltd 44, Infosys Avenue, Electronic City, Hosur Road Bangalore - 560 100	3.6 Lakhs Pa
68	2021-22	SALMAN AHAMED J	B.Tech (IT)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
69	2021-22	SALMAN AL FARISHI K	B.Tech (IT)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
70	2021-22	SANJAY BITRA N	B.Tech (IT)	2022	M/s. Capgemini Technology Services India (P) Ltd Prestige Cyber Towers, 117, Rajiv Gandhi Salai, Karapakkam, Chennai - 600 097	4 Lakhs Pa
71	2021-22	SHABANA PARVEEN K	B.Tech (IT)	2022	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	3 Lakhs Pa
72	2021-22	SYED MOHAMED DHANISH M R	B.Tech (IT)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
73	2021-22	GOWTHAM A	B.Tech (IT)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
74	2021-22	ABDUL HAMEED J	BE (ECE)	2022	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	2.16 Lakhs Pa
75	2021-22	AFRIN FATHIMA S A	BE (ECE)	2022	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
76	2021-22	AL THOWHEED AHMED B	BE (ECE)	2022	M/s. Capgemini Technology Services India (P) Ltd Prestige Cyber Towers, 117, Rajiv Gandhi Salai, Karapakkam, Chennai - 600 097	4 Lakhs Pa
77	2021-22	ARAVIND KUMAR M	BE (ECE)	2022	M/s. Zeus Solutions No. 224/2, Nageswara Rao Road, Vanagaram Road, Athipet, Chennai - 600 058	1.68 Lakhs Pa
78	2021-22	ARFATH ALI S	BE (ECE)	2022	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa

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79	2021-22	MOHAMED FARDEEN S	BE (ECE)	2022	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
80	2021-22	ARSHIYA Z	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
81	2021-22	FARHEEN ANJUM B	BE (ECE)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
82	2021-22	FARITHA BANU K	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
83	2021-22	HAKKIM ARSATH M	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
84	2021-22	HALEEMA HUMAIRA P M S	BE (ECE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
85	2021-22	JAUHAR FATHIMA B	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
86	2021-22	KREETHIKA V	BE (ECE)	2022	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
87	2021-22	MOHAMED ASSAIN M	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
88	2021-22	MOHAMED FAZIL S	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
89	2021-22	MOHAMED HAJA PARVEZ S	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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90	2021-22	MOHAMED SAFEEK P	BE (ECE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
91	2021-22	MOHAMMED AAQIB A	BE (ECE)	2022	M/s. Infosys Ltd 44, Infosys Avenue, Electronic City, Hosur Road Bangalore - 560 100	3.6 Lakhs Pa
92	2021-22	MOHAMMED JUNAID A	BE (ECE)	2022	M/s. Amazon No. 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Raod, Malleswaram, Bangalore - 560 055.	2.54 Lakhs Pa
93	2021-22	MOHAMMED MUKBHIL HUDHA A	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
94	2021-22	MOHAMMED RASUL A	BE (ECE)	2022	M/s. Mphasis Ltd DLF SEZ IT Park, Tower 1B, Level 1-5, 1/124, Shivaji Garden Manpakkam, Mount Poonamallee Road, Chennai -	3.25 Lakhs Pa
95	2021-22	MOHAMMED THABRAZ J	BE (ECE)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa
96	2021-22	MOHD IRFAN KHAN Z	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
97	2021-22	SATHIYAPRIYA S	BE (ECE)	2022	M/s. Tech Mahindra Ltd Infocity, Hitech City Layout, Madhapur, Hydrabad - 500 081	3.25 Lakhs Pa
98	2021-22	SHAIK ABDUL KADER S H	BE (ECE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
99	2021-22	SYED MOHAMMED S	BE (ECE)	2022	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
100	2021-22	THABEEB MOHAMED BURVEZ M	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
101	2021-22	BHASHEETH R	BE (ECE)	2022	M/s. GI Tech I Game India (P) Ltd 32/20, G V Complex, Railway Colony, 3rd Street, Aminjikarai, Chennai - 600 029.	1.76 Lakhs Pa
102	2021-22	DHAWOODH KHAN H	BE (ECE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
103	2021-22	FARHAN MOHAMMED B	BE (ECE)	2022	M/s. Speridian Technologies (P) Ltd Etamin Block, A Wing 5th floor, Prestige Tech Park II, Kadubesanahalli, Outer Ring Road, Marthahalli, Bengaluru - 560 103	3.25 Lakhs Pa
104	2021-22	MURALI KRISHNA	BE (ECE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
105	2021-22	AHAMED IJAZ.K	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
106	2021-22	FAIZ AHMED.H	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
107	2021-22	FAYAZ AHMED.I	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
108	2021-22	GHOUSE MOHIDEEN.M.K	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
109	2021-22	IMRAN AHMED.J	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
110	2021-22	IRSATH AHAMED.M	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
111	2021-22	IRSHAD AHAMED.A.R	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
112	2021-22	MARIAM JEREEN.A.R	BE (EEE)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
113	2021-22	MOHAMED FASHITH.S	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
114	2021-22	MOHAMED HAMEED ASKAR.S.A	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
115	2021-22	MOHAMED IMSATH	BE (EEE)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
116	2021-22	MOHAMED ISAQ.H	BE (EEE)	2022	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs Pa
117	2021-22	MOHAMED SYED RIAZKHAN.S	BE (EEE)	2022	M/s. Pneumatic Vaccumm Elevators & Lifts India (P) Ltd Ward No. 1/8, Nellikuppam Road, Karanai Puduchery, Guduvanchery, Chengalpet Dist - 603 202	3.31 Lakhs Pa
118	2021-22	MOHAMMED AHMADULLAH	BE (EEE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
119	2021-22	MOHAMMED ASHIQ.S.A	BE (EEE)	2022	M/s. ITrend Solutions No. 13-14, Maple Garden, Indirapriyadarsini Road, Near Indian Bank, Perumbakkam, Chennai - 600 100	1.8 Lakhs Pa
120	2021-22	RAHAMATHULLA.A	BE (EEE)	2022	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs Pa
121	2021-22	SATHAM HUSSAIN.N	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
122	2021-22	SEYED MOHAMMED BUHARI	BE (EEE)	2022	M/s. ITrend Solutions No. 13-14, Maple Garden, Indirapriyadarsini Road, Near Indian Bank, Perumbakkam, Chennai - 600 100	1.8 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
123	2021-22	SYED NISHATH AHAMED.N	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
124	2021-22	VAHAB KHAN.N	BE (EEE)	2022	M/s. Pneumatic Vaccumm Elevators & Lifts India (P) Ltd Ward No. 1/8, Nellikuppam Road, Karanai Puduchery, Guduvanchery, Chengalpet Dist - 603 202	3.31 Lakhs Pa
125	2021-22	YOGESH.V	BE (EEE)	2022	M/s. ITrend Solutions No. 13-14, Maple Garden, Indirapriyadarsini Road, Near Indian Bank, Perumbakkam, Chennai - 600 100	1.8 Lakhs Pa
126	2021-22	ASIF AHAMED.J	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
127	2021-22	KUMARESAN.R	BE (EEE)	2022	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs Pa
128	2021-22	MOHAMMED MANSOOR.A	BE (EEE)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
129	2021-22	AFZAL KHAN . A	BE (MECH)	2022	M/s. Bosch Electrical Drives India (P) Ltd Plot No. A -20/2, Sipcot Industrial Growth Centre, Oragadam, Kancheepuram - 602 105	4 Lakhs Pa
130	2021-22	AJIMEER . T	BE (MECH)	2022	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
131	2021-22	AKASH. R	BE (MECH)	2022	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
132	2021-22	HAFEEZULLAH KHAN .R	BE (MECH)	2022	M/s. Bosch Electrical Drives India (P) Ltd Plot No. A -20/2, Sipcot Industrial Growth Centre, Oragadam, Kancheepuram - 602 105	4 Lakhs Pa
133	2021-22	MADHAN KUMAR.S	BE (MECH)	2022	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
134	2021-22	MAHMOOTH NAFIL .U	BE (MECH)	2022	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
135	2021-22	MOHAMED AL HAFEES.M	BE (MECH)	2022	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.56 Lakhs Pa
136	2021-22	MOHAMED HUSSAIN.S	BE (MECH)	2022	M/s. Aurora Institute and Inspection Services 33, Mecha Layout, Masakalpalayam Road, Peelamedu, Coimbatore - 641 004	1.5 Lakhs Pa
137	2021-22	MOHAMED MUJEEB.S	BE (MECH)	2022	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
138	2021-22	MOHAMED SHA KAJA JAVITH M	BE (MECH)	2022	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs Pa
139	2021-22	MOHAMED SUHAIL	BE (MECH)	2022	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
140	2021-22	MOHAMMED AADHIL SHARIFF I	BE (MECH)	2022	M/s. ITrend Solutions No. 13-14, Maple Garden, Indirapriyadarsini Road, Near Indian Bank, Perumbakkam, Chennai - 600 100	1.8 Lakhs Pa
141	2021-22	MOHAMMED BILAL M	BE (MECH)	2022	M/s. Bosch Electrical Drives India (P) Ltd Plot No. A -20/2, Sipcot Industrial Growth Centre, Oragadam, Kancheepuram - 602 105	4 Lakhs Pa
142	2021-22	MOHAMMED IRFAN M	BE (MECH)	2022	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.56 Lakhs Pa
143	2021-22	MOHAMMED IRFAN M	BE (MECH)	2022	M/s. Goodrich Gasket (P) Ltd No. 40, Vellichai Village, Kelambakkam, Chennai - 600 007	1.98 Lakhs Pa
144	2021-22	MOHAMMED RASHEED.B	BE (MECH)	2022	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs Pa
145	2021-22	MOHAMMED TAWFEEQ NASAR	BE (MECH)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
146	2021-22	MUSTAFA M	BE (MECH)	2022	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.56 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
147	2021-22	RAGHUL.D	BE (MECH)	2022	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.56 Lakhs Pa
148	2021-22	SEYED MOHAMMED AZHAR Q S	BE (MECH)	2022	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs Pa
149	2021-22	ZAMEER HUSSAIN.S	BE (MECH)	2022	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.56 Lakhs Pa
150	2021-22	SHOIAB KHAN.A	BE (MECH)	2022	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.5 Lakhs Pa
151	2021-22	SYED MEERAN YOUSUF.P	BE (MECH)	2022	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
152	2021-22	SYED RAZA ALI.S.N	BE (MECH)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
153	2021-22	ZARAR AHAMED.A	BE (MECH)	2022	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs Pa
154	2021-22	ZIAUL FAYAZ.Z	BE (MECH)	2022	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs Pa
155	2021-22	ADIL REHMAN S M	BE (MECH)	2022	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs Pa
156	2021-22	KADHER MOHIDEEN M	BE (MECH)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
157	2021-22	MOHAMED AFREETH I	BE (MECH)	2022	M/s. Caterpillar India (P) Ltd Melnallathur, Tiruvallur - 602 004	2.3 Lakhs Pa
158	2021-22	MOHAMED ASLAM M	BE (MECH)	2022	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
159	2021-22	SARAVANAN AJ	BE (MECH)	2022	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs Pa
160	2021-22	ABDUL BASITH.D	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
161	2021-22	AHAMED DHANVEERUL IRFAN . M	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
162	2021-22	AHAMED MUNASIM. S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
163	2021-22	ASMATH SHAFEE .S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
164	2021-22	ASRAR AHAMED IBRAHIM . M	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
165	2021-22	FARVES MUSHRAF. M.S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
166	2021-22	HAMEED RAHMAN .M	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
167	2021-22	IRSHAD AHAMED .S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
168	2021-22	MOHAMED AYAS.M	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
169	2021-22	MOHAMED JAVITH.L	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
170	2021-22	MOHAMED SALMAN FARZI	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
171	2021-22	MOHAMED VASEEM	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
172	2021-22	MOHAMMED ABOOBACKER SIDDIQUE I	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
173	2021-22	MOHAMED IBRAHIM.S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
174	2021-22	MUHAMMED MUSHARRAF ALI S M B	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
175	2021-22	YUVAN RAJ. J	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
176	2021-22	ABDUL RAZITH M B	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
177	2021-22	NAVEED KHAN M	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
178	2021-22	NAVEEN KUMAR S	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
179	2021-22	SEYED ABUBACKER MI	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
180	2021-22	MOHAMED AL IMRAN	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
181	2021-22	MOHAMMED IBRAHIM T	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
182	2021-22	SHAHUL HAMEED J	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
183	2021-22	AHAMED RIYAJ KHAN A	BE (MECH)	2022	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs Pa
184	2021-22	ABDUL HABEES A	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
185	2021-22	ABDUL JAMEEL.A	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
186	2021-22	AHMED.M	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
187	2021-22	AHAMED INSAF.A	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
188	2021-22	FAYAS AHAMED.B	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
189	2021-22	HAYATH BADSHA.Z	BE (CIVIL)	2022	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
190	2021-22	MOHAMED AASIM .M	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
191	2021-22	MOHAMED FAREETH.F	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
192	2021-22	MOHAMED RIYAS.M.I	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
193	2021-22	MOHAMED RIYAS.S	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
194	2021-22	NANDHINI.K	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
195	2021-22	SAJEETH ARSHAK .S	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
196	2021-22	THAMEEM BUHARY.S.H	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
197	2021-22	MOHAMED ISMAIL K.S	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa

ALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING CHENNAI 600 055

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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
198	2021-22	MOHAMED SUHAIL N	BE (CIVIL)	2022	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
199	2021-22	MOHAMED SULAIMAN AZIM J	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
200	2021-22	MOHAMED MUNEEB.U	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
201	2021-22	MOHAMMED ATIQ MOHIDEEN	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
202	2021-22	MOHAMED FAISAL.E.M	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
203	2021-22	SYED ABU FARHAAN HUSSAINY.	BE (CIVIL)	2022	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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CHENNAI
600 055

COMPUTER SCIENCE ENGINEERING

BOSCH

Bosch Global Software Technologies Private Limited, 123 Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-softwaretechnologies.com

*** Personal and Confidential ***
Mr. Abdul Azeez A
AMSCE,Thiruvallur,
Candidate ID : 7261087

Our reference: TN/67122/2022 **Date: 01-Sep-2022**

Dear **Mr. Abdul Azeez A,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer** ' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

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Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout,Hosur Road, Koramangala, Bengaluru - 560095, India
Managing Director: Mr. Datta Salagame
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22 - 02

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Abdul Basith M A(BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

22-03

CREATIVE TECHNOLOGIES

CREATIVE TECHNOLOGIES

Plot No:42, VGN Serinity Groove, Phase-1, Ayappakkam, Chennai, Tamil Nadu 600077

097908 15373

info@creativetechnologies.com

Date: 12-04-2022

Dear Abdul Hammed,

Sub: Offer Letter for Business Associate

We are pleased to offer you the position of Business Associate at Creative technologies. We have reviewed your qualifications and are impressed with your experience and skills, which we believe will make you a valuable asset to our team. We are excited to have you join us and contribute to our success.

As a Business Associate, your key responsibilities will include monitoring sales leads and open up new avenues for the business to target and focus on customer relationship management. You will be reporting to Manager. Your work location will be at Chennai as per our mutual agreement.

In return for your dedication and contributions, we offer the following compensation package:

1. Salary: Your annual salary will be Rs.2,00,000, payable in Monthlyinstalments.
2. Benefits: You will be eligible for details of benefits such as health insurance, retirement plans, etc.
3. Leave Policy: You will be entitled to details of leave policy, including annual leave, sick leave, etc. as per the company's policies.
4. Probation Period: You will be on probation for a period of six months from the date of joining.
5. Termination: The employment relationship can be terminated by either party with a notice period of one months or payment in lieu of notice, as per the company's policies.

This offer is contingent upon your acceptance of the terms and conditions outlined in this letter.

We are confident that you will make a significant contribution to our team and look forward to your positive response.

If you have any questions, please feel free to reach out at any time.We are excited to welcome you to the team and look forward to a successful association with you.

Sincerely,

Flavia Cathy

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COLLEGE OF ENGINEERING

22-04

VINTEK SOLUTION OFFER LETTER

To,
Mr. Abdul Kalam
November 17, 2021

Offer Letter

Dear Abdul Kalam,

We are delighted to offer you position of **Full Stack Developer** at **VINTEK SOLUTION, Chennai.** You will be placed at **FSD15** grade.

Details are as under :

Title – Full Stack Developer
Start Date – 17 November 2021
Salary – ₹25,000 / month
Probation Period – 6 months
Probation period Salary - ₹25,000
Hours of Work – 9am to 6pm (5 days/week)
Reporting Relationship – Asfiya Begum, SD

Following this initial probationary period, performance review will be conducted on a yearly basis to assess performance to-date and to clarify or modify this arrangement, as the need may arise. This arrangement may be terminated by either party upon notice in writing to either party with one month notice that complies with Employment Standards.

For any queries you can drop a mail to hr@vinteksolution.com. or call to your **Manager Manjunath** at +91 824 852 2044. For technical related issues, you can call to your **senior developer Asfiya Begum** at +91 979 116 0637 or drop a mail to asfiya@vinteksolution.com.

For VINTEK SOLUTION,

VINTEK SOLUTION CHENNAI

414, Workafella,
Teynampet,
Chennai,
Tamilnadu - 600018

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

HRD/3T/1003249768/22-23

June 27, 2022

Mr. ABDUL Nawaz Hamdhan
No 2
Kumaran Kovil North Street
Nagapattinam-611001
India

Ph: +91-9965516249

Dear ABDUL,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.27 22:11:50 IST
Reason: Digitally Signed
Location: Bangalore

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

Company Confidential - This communication is confidential between you and Infosys Limited

Navigate your next

June 27, 2022

HRD/1003249768/22-23

Mr. ABDUL Nawaz Hamdhan
No 2
Kumaran Kovil North Street
Nagapattinam-611001
India

Ph: +91-9965516249

Dear ABDUL,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

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

Location

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

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

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COLLEGE OF ENGINEERING

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

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Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

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National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

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Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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COLLEGE OF ENGINEERING

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

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

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

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

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

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

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

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.27 22:11:50 IST
Reason: Digitally Signed
Location: Bangalore

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

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. ABDUL Nawaz Hamdhan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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COLLEGE OF ENGINEERING

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. ABDUL Nawaz Hamdhan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Abdul thawaf A (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Abdul Vaqeel K (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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COLLEGE OF ENGINEERING

. . .solutions at your fingertips.
mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229
TIN. NO : 33460948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

03-Mar-2022

Dear Afroze Fathima M S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for **mcAMDOIS Tech Solutions Private Limited**

mcAMDOIS Tech Solutions Pvt Ltd.

Gayathri Ramesh
Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

APPOINTMENT LETTER

January 28, 2022

Dear Areeb Hammad N,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

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As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Areeb Hammad N, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Areeb Hammad N

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

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*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

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c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Areeb Hammad N 28/1/2022 7:00 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

HEXAWARE

Letter of Intent

April 07, 2022
Arul Balaji
Aalim Muhammed Salegh College of Engineering, Chennai

Dear Arul Balaji,

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

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

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

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

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

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Monica Mathur
Vice President, Recruitment-India & APAC

Gmail amsengg placement <amsenggplacement@gmail.com>

Fwd: Mphasis_Letter of Intent!

1 message

Abdul Asma <abdulasma0207@gmail.com> Thu, Oct 28, 2021 at 3:44 PM
To: "amsenggplacement@gmail.com" <amsenggplacement@gmail.com>

---------- Forwarded message ---------
From: **Mphasis - Campus Hiring** <campushires@mphasis.com>
Date: Thu, Oct 28, 2021, 1:50 PM
Subject: Mphasis_Letter of Intent!
To: abdulasma0207@gmail.com <abdulasma0207@gmail.com>
Cc: r.ravikumar@aalimec.ac.in <r.ravikumar@aalimec.ac.in>

Ref.No- MPHTH_CD2022-2075

Dear A Asmath Hazeena,

College Name: **Aalim Muhammed Salegh College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

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- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

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Offer: Computer Consultancy
Ref: TCSL/DT20218363551/Chennai
Date: 03/11/2021

Mr. Athiq Ali
No.129Pulianthope High Road,
Pulianthope,
Chennai-600012,
Tamil Nadu.
Tel# -

Dear Athiq Ali,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Athiq Ali**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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Date: 22-Dec-21

Dear Athiqur Rahman H,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career@csscorp.com before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted: H. Athiqur Rahman

Full Name Date 24-12-21

Athiqur Rahman .H

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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APPOINTMENT LETTER

January 24, 2022

Dear V.DIVYA .,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

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may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

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10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I V.DIVYA ., confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: V.DIVYA .

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

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Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

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Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** V.DIVYA . 24/1/2022 2:54 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
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23158862

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IFELSE TECHSMART SOLUTIONS PRIVATE LIMITED
CIN: U72900TN2021PTC141576
#16/4, Salai Street, Choolai, Chennai, TN, India 600112.
www.ifelsetech.com | info@ifelsetech.com | +91 98848 99868

Dated: **31st Mar 2022**

To
Mr. Faizan Hamid P.K.,
No 1, Macdoom Sherif Street, Periamet, Chennai - 600003

Sub. : Appointment Letter for the Post of Full Stack Web Developer (Full Time).

Dear **Mr Faizan Hamid P.K.,**

Based on your outstanding performance during your internship at **IFELSE TECHSMART SOLUTIONS**, we are pleased to extend a job offer for the role of **Full Stack Web Developer** in our establishment effective from 01st Aug 2022.

Your annual Cost to the company(CTC) will be **3,xx,xxx INR.**
(Final value will be based on the Internship the students are going trough)

Terms and conditions

Your Employment shall be "at will," meaning that either you or the Company shall be entitled to terminate your Employment at any time and in a manner specified below for any reason, with or without Cause. Any contrary representations that may have been made to you shall be superseded by this Agreement.

This Agreement shall constitute the full and complete agreement between you and the Company on the "at-will" nature of your Employment, which may only be changed in an express written agreement signed by you and a duly authorized officer of the Company. Your employment may be terminated at the instance of either party only by giving to the other party 3 calendar months' prior written notice provided that the Company may if it shall so choose pay 3 months' prior written notice or salary in lieu thereof.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by ifelse or an appropriate third party, and the results of such background checks being favorable in ifelse's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by ifelse. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

You may be required to work from Monday to Friday or Monday to Saturday as per company policy applicable to your area of function, for such hours as are necessary to suit the Company's requirements and for the proper discharge of the Employee's duties. You may also be required to attend duties on Public Holidays as per the exigencies of work. However, the maximum number of working hours per week shall not exceed the provisions of the applicable law. In the event that you are required to work for more than 48 hours in a week, you shall be informed of the same by your immediate supervisor.

You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are materially inconsistent with your obligations under this Agreement. In connection with your Employment, you shall not use or disclose any trade secrets or other proprietary information or intellectual property in which you or any other person has any right, title or interest and your Employment will not infringe or violate the rights of any other person.

You represent and warrant to the Company that you have returned all property and confidential

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information belonging to any prior employer, other than confidential information that has become generally known to the public or within the relevant trade industry.

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the Associated Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such Associated Company. You shall not, unless directed by the company, either during the continuance of this engagement or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or of the Associated Companies or to the strategies, plans, methods, process, appliances, machinery or plant used by them, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property.

If required by the Company, during or after the Employment Period, you shall assign and transfer in favor of the Company or, at the request of the Company, in favor of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials.

In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

If at any time hereafter it shall be agreed between the Company and yourself that an alteration shall be made in your salary, duties or place of employment, such alteration shall not affect the other terms of this Agreement, except as may be expressly agreed on. You shall not do or indulge in any of the following, without the prior written consent of the Company: (a) Compete: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company; (b) Solicit Business: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not solicit, endeavor to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company; (c) Solicit Personnel: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or

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otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

You agree to abide by the principles set out in the document, breach of which, can have serious consequences including dismissal from service. If you are at any time found to be guilty of misconduct, commit any breach of this Agreement, or refuse or willfully neglect to perform to the satisfaction of the Company or any of the Associated Companies in connection with whose business you may be engaged all or any of the duties devolving upon you under this Agreement, the Company may at once, without any previous notice, terminate your appointment. Unless in case of earlier termination of this appointment due to a plausible cause, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

This Agreement and all of your rights and obligations hereunder are personal to you and may not be transferred or assigned by you at any time. The Company may assign its rights under this agreement to any entity that assumes the Company's obligations hereunder in connection with any sale or transfer of all or a substantial portion of the Company's assets to such entity. No provision of this Agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by you and by an authorized officer of the Company (other than you). Notwithstanding the above, in the event of a change in role, grades, promotions or other changes made in your employment and informed to you by the authorised officer of the Company, the applicable policies to such change in role, grades, promotion or other employment changes (for e.g. Notice Policy, Reimbursement Policy) shall apply to you from the effective date of such change. To that extent, such change in applicable policies will be considered an amendment of this Agreement and your continued employment will be constituted as agreement to applicable policies from time to time. No waiver by either party of any breach of, or of compliance with, any condition or provision of this Agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.

If you agree to these terms and conditions, may we request you to sign the copy of this letter in token of your acceptance.

Yours sincerely,

Mohammed Aadil H.,
C.E.O

DECLARATION

I have read and understood the above terms and conditions and agree to abide by the same.

Faizan Hamid P.K.

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2.2 - 18

CREATIVE TECHNOLOGIES

CREATIVE TECHNOLOGIES

Plot No:42, VGN Serinity Groove, Phase-1, Ayappakkam, Chennai, Tamil Nadu 600077

097908 15373

info@creativetechnologies.com

Date: 12-04-2022

Dear Ganesh R,

Sub: Offer Letter for Software Developer

We are pleased to offer you the position of Business Associate at Creative technologies. We have reviewed your qualifications and are impressed with your experience and skills, which we believe will make you a valuable asset to our team. We are excited to have you join us and contribute to our success.

As a Business Associate, your key responsibilities will include monitoring sales leads and open up new avenues for the business to target and focus on customer relationship management. You will be reporting to Manager. Your work location will be at Chennai as per our mutual agreement.

In return for your dedication and contributions, we offer the following compensation package:

1. Salary: Your annual salary will be Rs.2,00,000, payable in Monthlyinstalments.
2. Benefits: You will be eligible for details of benefits such as health insurance, retirement plans, etc.
3. Leave Policy: You will be entitled to details of leave policy, including annual leave, sick leave, etc. as per the company's policies.
4. Probation Period: You will be on probation for a period of six months from the date of joining.
5. Termination: The employment relationship can be terminated by either party with a notice period of one months or payment in lieu of notice, as per the company's policies.

This offer is contingent upon your acceptance of the terms and conditions outlined in this letter.

We are confident that you will make a significant contribution to our team and look forward to your positive response.

If you have any questions, please feel free to reach out at any time.We are excited to welcome you to the team and look forward to a successful association with you.

Sincerely,

Steven Cathy

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Date: 22-Dec-21

Dear Girijesh Kumar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Himayun J (B.E. (CSE))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

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Offer: Computer Consultancy
Ref: TCSL/DT20218363665/Chennai
Date: 04/11/2021

Mr. Irshad Khan
16/3Dr. Ansari Street (Backside),
Pulianthope,
Chennai-600012,
Tamilnadu.
Tel# -

Dear Irshad 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 and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

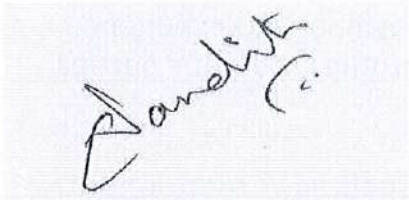
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Irshad Khan**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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Date: 30-Dec-21

Dear Shaik Althaf,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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AALIM MUHAMMED SALEGH
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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **2 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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TATA

05 April 2022

Kalandhar Fasil
201 A Shanagar East,Pallapatti,Karur-639207.

Dear Kalandhar Fasil,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. **Appointment:**

   You will be required to join us on **04 July 2022.**
   (The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. **Code of Conduct:**

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

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2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in **Chennai**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Chennai**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

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7. Other Work:

7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you be will required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.

8.4. You will be liable to termination from service by the Company without notice if:

a. Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
b. You are found to have willfully suppressed any material information, or,
c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
d. You are found to have indulged in financial irregularities; or
e. You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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Registered Office Tata Elxsi Limited ITPB Road Whitefield Bangalore 560 048 India
Tel +91 80 2297 9123 Fax +91 80 2841 1474
www.tataelxsi.com

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11.3. **Data Protection Regulation- Personal Data**: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

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14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter **("Date of Appointment").**

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter (**"Date of Appointment"**). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date: 11/04/22 **Signature:** _____

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Annexure 1

Annexure to: **Kalandhar Fasil**

Appointment Letter Dated: **05 April 2022**

Name	**Kalandhar Fasil**
Level	**D**
Designation	**Engineer**
Location	**Chennai**

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	**26,562**
Deferred Benefits (Annualised)	
Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947
Annual Gross Salary	**3,50,011**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade "D"

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

engineering creativity

Date: 22-Dec-21

Dear Liyagath Ali Khan M ,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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COLLEGE OF ENGINEERING

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Date

Full Name

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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COLLEGE OF ENGINEERING

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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COLLEGE OF ENGINEERING



CSS Corp Private Limited
CIN: U72900TN2000PTC115034
Regd Address: Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear MOHAMED ABRAR M (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian
TECHNOLOGIES

Date: 29th May 2022

Mohamed Anees M A

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

© Speridian | All Rights Reserved.
Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Speridian
TECHNOLOGIES

Date: 29th May 2022

Mohamed Esmail A

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3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian TECHNOLOGIES

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Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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CREATIVE TECHNOLOGIES

CREATIVE TECHNOLOGIES

Plot No:42, VGN Serinity Groove,
Phase-1, Ayappakkam, Chennai,
Tamil Nadu 600077

097908 15373

info@creativetechnologies.com

Date: 12-04-2022

Dear Mohammed Isthiyaaq. A R,

Sub: Offer Letter for Design Engineer

We are pleased to offer you the position of Business Associate at Creative technologies. We have reviewed your qualifications and are impressed with your experience and skills, which we believe will make you a valuable asset to our team. We are excited to have you join us and contribute to our success.

As a Business Associate, your key responsibilities will include monitoring sales leads and open up new avenues for the business to target and focus on customer relationship management. You will be reporting to Manager. Your work location will be at Chennai as per our mutual agreement.

In return for your dedication and contributions, we offer the following compensation package:

1. Salary: Your annual salary will be Rs.2,00,000, payable in Monthlyinstalments.
2. Benefits: You will be eligible for details of benefits such as health insurance, retirement plans, etc.
3. Leave Policy: You will be entitled to details of leave policy, including annual leave, sick leave, etc. as per the company's policies.
4. Probation Period: You will be on probation for a period of six months from the date of joining.
5. Termination: The employment relationship can be terminated by either party with a notice period of one months or payment in lieu of notice, as per the company's policies.

This offer is contingent upon your acceptance of the terms and conditions outlined in this letter.

We are confident that you will make a significant contribution to our team and look forward to your positive response.

If you have any questions, please feel free to reach out at any time.We are excited to welcome you to the team and look forward to a successful association with you.

Sincerely,

Shawn Cathy

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian
TECHNOLOGIES

Date: 29th May 2022

Muhamed Muhusin A

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

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3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

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6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

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COLLEGE OF ENGINEERING

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohamed Sameer Khan (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohamed Thalif Hassan A (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No.1148, I-Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

May 13, 2022

OFFER LETTER

(Strictly confidential)

Mohamed Wajith,
69, 83rd Streeti,
Ashok Nagar,
Chennai - 600 083.

Dear Mohamed Wajith,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Configuration Analyst – Trainee** in our Organization.

You will be on probation for a period of three months and your remuneration would be **INR 15,000/-** (Rupees fifteen thousand) Gross per Month. Your employment will be confirmed based on your performance by the end of probation period.

You will be required to execute a Service Agreement as undertaking to serve the Management for a period of two years from the date of joining.

The following supporting documents should be submitted in person to the HR Department.

1) Xerox copy of 10th, Intermediate / Diploma & last semester mark sheet.
2) 4 passport size & 2 stamp size photograph
3) Xerox copy of ID & Address proof (Aadhar and PAN card)

Must carry the original documents of above for verification.

Yours Sincerely,

Director : Rajalakshmi Kanakaraj

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Jan-2022

Mr. M.Mohammadrafi

No,13, Alexander line,
Dashamakkan
Chennai (606803)

Dear Mohammad,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

(iv) If the employee engages in defaming the company or the management, he/she is entitled to pay the training cost of Rs.1.5 Lakhs at a minimum or any other damages that the company might decide based upon the gravity of the offence.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(v) If the employee is engaged in any violation of company policy leading to termination, during the service agreement he/she will be entitled to pay the training cost of Rs.1.5 Lakhs.

(vi) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(vii) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(viii) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(ix) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(x) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

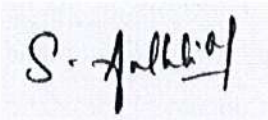
Dispute

Any dispute that arises between parties will be decided by the Court of Law having having Jusrisdiction where the company situates.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on .

Sincerely,



Anthea Vicky

Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**M.Mohammadrafi**	
Designation	**Trainee Engineer**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky
Human Resources

M.Mohammadrafi
Trainee Engineer

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Mohammed Adnan A (B.E. (CSE))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

13th April 2022
Ref: iOPEX/LOI APR/PAN45

Letter of Intent to offer employment

MOHAMMED JAFFER SATHIQ A S
No-202,Gandhi Nagar,6th street,MKB Nagar,Vyasarpadi,Chennai-600039

Email: jaffersathiqx11@gmail.com
Mobile no: 6379186485
Aadhar No:5764 8054 2198

Dear MOHAMMED JAFFER SATHIQ A S,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: MOHAMMED JAFFER SATHIQ A S

Designation: Trainee - Engineer			
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282,400**
Variable Pay			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	**33,333**	**400,000**
	Net Pay*	**29,733**	**356,800**

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

• On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.

• On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]℠ TECHNOLOGIES

Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

- Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
- Aadhaar Card
- Voters Identity Card
- Driving License
- Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

- Valid Indian Passport
- Aadhaar Card
- Voters Identity Card
- Telephone bill
- Ration card
- Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

1906

TECHNOLOGY

APPOINTMENT LETTER

REF No: JOFF210542

Date: 25 November 2021

To

Mr. MOHAMMED SHUJATH K
No:82/11 B.V COLONY 1 ST CROSS STREET, VYSARPADI,CH-39.,B.V COLONY, 1st CROSS STREET,VYSARPADI, CHENNAI,600039

Dear ***MOHAMMED SHUJATH K*** ,

It is with great pleasure that we welcome you as a new employee to **MSC TECHNOLOGY (INDIA) PVT. LTD.**. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **JUNIOR DEVELOPER - SQL** commencing with your start of employment from **25 Nov 2021**. Your base location will be **Chennai**.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

   On confirmation, this arrangement is terminable by either side at three months' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

   In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours:

   MONDAY TO FRIDAY *: .. **09:30 HOURS TO 18:00 HOURS.**

   LUNCH BREAK: .. **13:00 HOURS TO 13:30 HOURS.**

   * Working hours are subject to change based on the discretion of the management

3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement ie., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.

4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
   On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.

5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.

6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

7. The normal age of retirement for the staff is 58 years.
8. You need to follow the company's dress code and standard code of conduct as applicable to you.
9. Standard language for communication will be English.
10. The company shall have a right to terminate you at any time whether during the probation period or thereafter, if your services are found unsatisfactory or at any time for cause. For purposes of this Appointment Agreement "cause" shall mean the following:
    a) Violations of company or applicable regulatory body policies, rules or regulations
    b) Insubordination,
    c) Incompetence, unskillfulness
    d) Dishonesty
    e) Unlawful acts or any other misconduct or
    f) Failure to qualify on the professional skill as informed to us or job-related certification reasonably required by the company.
    g) Failure to provide Work Experience Certificate from previous Employer stating specifically designation, no. of years worked and your character based on experience.
11. In case of any damage caused to company assets by you, shall liable to make good the loss to the company. Also incase of not handing over the company assets back during exit as assigned to you at the time of joining, the company shall initiate appropriate legal action in order to recover such properties not handed over or to recover the compensation amount.
12. Loyalty: The Employee agrees to use all of his best efforts and diligence in the performance of his duties; he furthermore agrees to loyally promote the interests, and to devote all of his time and energy to the exclusive service of MSC Technology (India) Pvt Ltd.

    If employee is found to be professionally engaged with any other organization while working for MSC Technology India, the management reserves the right to cancel his employment with immediate effect and recover the entire amount that has been paid as salary. Further, legal action will be initiated based on the severity of the issue.
13. Morality
    a) The material violation of any of the terms and conditions of this agreement or any written agreements the executive may from time to time have with the company.
    b) Inattention to or failure to perform employee's assigned duties and responsibilities competently for any reason other than due to disability.
    c) Engaging in activities or conduct injurious to the reputation of the company or its affiliates including, without limitation, engaging in immoral acts which become public information or repeatedly conveying to one person, or conveying to an assembled public group, negative information concerning the company or its affiliates.
    d) Commission of an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the company; the executive commits an act of fraud, misappropriation, embezzlement or other similar act of dishonesty.
    e) Commission by the Employee of an act which constitutes a misdemeanor (involving an act of moral turpitude) or Engaging in felonious act resulting in material harm to the financial condition or business reputation of the company or any of its affiliates.
    f) The Employee engages in illegal conduct or gross misconduct which is materially and demonstrably injurious to the commercial interests of the company.
14. Emoluments
    a) Kindly refer Enclosure I for emoluments
    b) You shall deposit with us a copy of the mark-sheets and certificates of your final degree examination.
    c) Without prejudice to other remedies available to the company, you shall be liable to pay to the company all the costs, charges and expenses incurred directly or indirectly by the company during the probation period and/or in connection therewith, in the event of breach of any of the conditions contained in this letter. A certificate stating all such costs, charges and expenses issued by any of the officers of the company shall be final and conclusive proof of payment thereof and shall be binding on you. You hereby agree that all such costs, charges and expenses incurred directly or indirectly by the company and certified by any of the officers of the company as aforesaid together with an amount equivalent to the sum paid to you as salary with all allowances, etc. during the period of training and the amount specified in Enclosure - I payable by you as liquidated damages shall constitute a debt owing to the company and shall be recoverable by the company from you immediately upon you committing a breach of any of the conditions contained in this Appointment Letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

MSC TECHNOLOGY (INDIA) PVT. LTD.,
PLOT NO.14, 3RD MAIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T : +91 44 71041700
BRANCH OFFICE : S/Y NO. 144, B B ROAD, YELAHANKA, BANGALORE - 560064. T : +91 80 46180500
www.msc-technology.com CIN NO. U72900TN2007PTC064734

Sensitivity: Internal

All communications between you and company shall be deemed to have been effectively served if addressed to the following addresses:

Employer: **MSC TECHNOLOGY (INDIA) PVT. LTD.**
"Kosmo One" Tower-B, 11th Floor, Plot No.14, III Main Road, Ambattur Industrial Estate, Chennai - 600 058

Employee: **Mr. MOHAMMED SHUJATH K**
No:82/11 B.V COLONY 1 ST CROSS STREET, VYSARPADI,CH-39.,B.V COLONY,1st CROSS STREET,VYSARPADI,CHENNAI,600039

Any change in the above addresses of any of the concerned parties, i.e. Employer, "Employee" shall be intimated to the other parties by way of a notice by the party whose address has changed within a period of 7 days from such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the address of the concerned parties and dispatch by post-delivery of such notices to the concerned addressee at the above address (s) given above will constitute sufficient notice to the parties for all proceedings to be initiated.

Once again, welcome to **MSC TECHNOLOGY (INDIA) PVT. LTD.**

On behalf of MSC Technology (India) Pvt. Ltd.,
Authorised Representative

Ms. Jyoti Naik
Senior Vice President - HR

MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI 600 058.

in the presence of
Mr. P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above terms and conditions of employment.

Date: 25/11/2021
Place: CHENNAI

Signature of the (candidate)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Enclosure - I
(For Mr. MOHAMMED SHUJATH K)

Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	11,000.00	132,000.00
HRA	5,500.00	66,000.00
Project Allowance	5,700.00	68,400.00
Transport Allowance	3,000.00	36,000.00
TOTAL	**25,200.00**	**302,400.00**
Add: Provident Fund	1,800.00	21,600.00
TOTAL CTC	**27,000.00**	**324,000.00**
Annual CTC in words:	THREE LAKHS TWENTY-FOUR THOUSAND ONLY	

I. After completion of one financial year and based on your work performance the company will decide to pay Project Incentive once in a year as per the discretion of the management.

II. Apart from this you will get Health Benefits (Self+ Spouse +2Children) + Other Standard Benefits as per MSC Technology policy.

III. Requirements pertaining to grant of exemptions;

a) On joining, you would be required to furnish a declaration in the prescribed format pertaining to investments made / proposed to be made by you eligible for exemption under The Income Tax Act, 1961. In the subsequent years, this needs to be submitted latest by April 15 of every year.

b) Proofs for investments as declared should be submitted in the second week of January every year failing which TDS would be deducted without considering the investment declaration. Tax deducted and remitted to Govt. A/c. shall not be refunded. Employee should file their income tax returns and claim refund if there is excess deduction on account of delay in submitting the proof of investments.

c) All reimbursements would also be subject to TDS in case invoices/receipts are not submitted for the same.

IV. You are also mandatorily required to submit the details of your income from your previous employer in the current Financial Year in Form XII B.

Yours faithfully
For **MSC TECHNOLOGY (INDIA) PVT. LTD.**

MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI 600 058.

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Verified by

T. VIJAYARUN
CEO

P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above salary structure.

Date: 25/11/2024
Place: CHENNAI

(Signature of the candidate)

Sensitivity: Internal

15. Confidentiality:

a) In the performance of your job duties with Company, you will be exposed to Company's Confidential Information/ sensitive business data. "Confidential Information" means information or material that is valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

I. Technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.

II. Information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.

III. Information concerning Company's employees, including salaries, strengths, weaknesses, and skills.

IV. Any sensitive business data information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.

V. Employees must be cautious when performing their duties, wherein there should not damage, manipulation or misuse business data.

b) The Employee shall keep Company's Confidential Information / sensitive business data, whether or not prepared or developed by Employee, in the strictest confidence. The Employee shall not disclose such information to anyone inside or outside the Company. Nor will Employee make use of any such Confidential Information for Employee's own purposes or the benefit of anyone other than Company.

c) Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret.

d) You should keep strictly confidential all trade secrets and proprietary information of or relating to company, including (but not limited to) all non-public plans, procedures, inventions, patents, policies, books, records, lists, documents, data, copyrights, software, directories, techniques and clients. You acknowledge that the same are the exclusive property of organization, even if the same were created, developed, invented, discovered or designed by you during the term hereof.

e) You should not store / copy any of the organization data to any personal storage device or possess any hard copies of the information related to the confidential business data. In case, you are in possession or come across such data, the same to be submitted immediately to HR.

f) Details of your salary and other benefits should be kept confidential, if not company will take disciplinary action against you.

g) If you are found to breach any of the terms condition as mentioned above, failed to adhere to the company policy, such breach will attract strict legal action.

16. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.

17. Indemnity: The Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of the Employee's breach of this Agreement.

18. Privacy

a) You agree that you have no individual right to privacy regarding any part of company's premises or property.

b) You authorize the company to release basic employment and financial information to third parties inquiring for legal, business or financial purposes.

c) You unconditionally and forever agree to the unlimited, non-exclusive use of your name, background information, photograph (s), image and / or likeness in any advertising, publicity, promotional material, all without additional consideration or approvals. This provision also survives any termination of employment.

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Sensitivity: Internal

19. Restrictive Covenant: The Company is in the business of providing various services including services in the Computer Software area. You will acknowledge that:

a) Company's services are highly specialized.
b) The identity and particular needs of the Company's customers are not generally known by the industry.
c) Company has proprietary interest in its customers and relationships.
d) Documents and other information regarding company's services,methods, pricing and costs, as well as information pertaining to company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You agree that:

a) The employer is willing to spend certain funds and resources both direct and indirect, financial and unliquidated related to training upon the express condition that the Employee will not voluntarily resign, leave or otherwise terminate employment for the period of 12 months from the date of training or be involuntarily terminated for cause during the said period of 12 months and in the event of any breach, the Employer can seek injunction as well as liquidated damages from the employee.

b) For a period of three years after this employment is terminated for any reason, regardless of whether the termination is initiated by the company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm or corporation who is or was a customer of the Company.

c) You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, company or corporation.

d) If employee receives Performance incentive, he/she must serve minimum six months with the organization. Alternatively, they can deny such incentives.

e) In case of Salary Revision, employee must serve minimum six months after the acceptance of the revised salary.

20. Disputes:

a) Jurisdiction: Any disputes between you and the organization concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Chennai only.

b) Arbitration: In the event of any dispute, difference or disagreement arising out of or in respect of this agreement or the commission of any breach of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an arbitrator to be appointed by the COMPANY, whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to be a submission to arbitration under The Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The venue of arbitration shall be Chennai.

21. In view of the business of the Company, all employees are required to possess a valid Passport and as per statutory requirement AADHAR CARD and PAN Card is a must. In case you do not have one, you are required to obtain the same at your own time and expense and intimate this part to our Human Resources department.

22. You will be required to abide by the administrative instructions, rules and regulations and company policies as in force from time to time for the effective and smooth working of the Company. You are expected to engage yourself fully in the Company's business and not to engage yourself in any other employment or business including on part-time basis.

23. Background Check: Your employment will be subject to a background check in line with organization background check policy. If the background checks reveal unfavorable results, you will be liable to disciplinary action including termination of service without notice.

If this accurately records the arrangement, kindly return to us the enclosed duplicate of this letter of appointment duly signed by you as a token of your confirmation and acceptance of its terms.

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MSC TECHNOLOGY (INDIA) PVT. LTD.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohammed Zaud M (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20218114055/Chennai
Date: 03/11/2021

Mr. Mohd Azam
155Nh344,
Raipur,
Haridwar-247661,
Uttarakhand.
Tel# 91-7845807768

Dear Mohd Azam,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

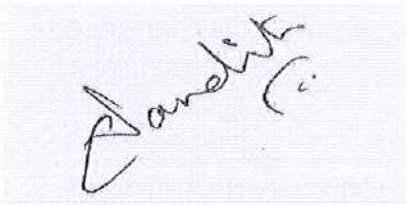
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET

Annexure 1

Name	**Mohd Azam**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

March 30,2022
Mydeen Ijas
Aalim Muhammed Salegh College of Engineering

Dear Mydeen,

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

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade **5** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

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

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

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Probation period of six (6) months from the date of joining.

You will . Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be INR. **350000** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

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

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

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

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

Confidential

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure A

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

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

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***April 01,2022*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: DocuSigned by: MYDEEN IJAS 382A78CE4297465...
Mydeen Ijas

Date: **March 30,2022**

Confidential

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

DocuSign Envelope ID: 7F0B4B82-34FB-41A5-99E7-534A88611BCC

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

DECLARATION

I, **Mydeen Ijas** S/o, D/O, W/O V.M.MOHAMMED SHEIK SALEEM, having permanent address at No,4 kalvath nayagam st, maelapalayam, Tirunelveli-627005 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

DocuSigned by:
SIGNATURE: MYDEEN IJAS
382A78CE4297465...
NAME: Mydeen Ijas
DATE: **March 30,2022**
PLACE: Tiruneveli

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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. . .solutions at your fingertips.
mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229
TIN. NO : 33460948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

03-Mar-2022

Dear Noor Mohamed V S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for **mcAMDOIS Tech Solutions Private Limited**

mcAMDOIS Tech Solutions Pvt Ltd.

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

8038

TECHNOLOGY

APPOINTMENT LETTER

REF No: JOFF220132 **Date: 28 March 2022**

To

Ms. PRIYADHARSHINI R
9,N.P House,
Big street,Kasthuribai Nagar, Avadi,
CHENNAI,600054

*Dear **PRIYADHARSHINI R** ,*

It is with great pleasure that we welcome you as a new employee to **MSC TECHNOLOGY (INDIA) PVT. LTD.**. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **JUNIOR DEVELOPER - DOTNET** commencing with your start of employment from **28 Mar 2022**. Your base location will be **Chennai**.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

   On confirmation, this arrangement is terminable by either side at 90 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

   In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours:

   MONDAY TO FRIDAY *: .. **09:30 HOURS TO 18:00 HOURS.**

   LUNCH BREAK: .. **13:00 HOURS TO 13:30 HOURS.**

   * Working hours are subject to change based on the discretion of the management

3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement ie., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.

4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
   On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.

5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.

6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

Priyadharshini R

MSC TECHNOLOGY (INDIA) PVT. LTD.,
PLOT NO.14, 3RD MAIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T : +91 44 71041700
BRANCH OFFICE : S/Y NO. 144, B B ROAD, YELAHANKA, BANGALORE - 560064. T : +91 80 46180500
www.msc-technology.com CIN NO. U72900TN2007PTC064734

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COLLEGE OF ENGINEERING

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7. The normal age of retirement for the staff is 58 years.
8. You need to follow the company's dress code and standard code of conduct as applicable to you.
9. Standard language for communication will be English.
10. The company shall have a right to terminate you at any time whether during the probation period or thereafter, if your services are found unsatisfactory or at any time for cause. For purposes of this Appointment Agreement "cause" shall mean the following:
    a) Violations of company or applicable regulatory body policies, rules or regulations
    b) Insubordination,
    c) Incompetence, unskillfulness
    d) Dishonesty
    e) Unlawful acts or any other misconduct or
    f) Failure to qualify on the professional skill as informed to us or job-related certification reasonably required by the company.
    g) Failure to provide Work Experience Certificate from previous Employer stating specifically designation, no. of years worked and your character based on experience.
11. In case of any damage caused to company assets by you, shall liable to make good the loss to the company. Also incase of not handing over the company assets back during exit as assigned to you at the time of joining, the company shall initiate appropriate legal action in order to recover such properties not handed over or to recover the compensation amount.

12. Loyalty: The Employee agrees to use all of his best efforts and diligence in the performance of his duties; he furthermore agrees to loyally promote the interests, and to devote all of his time and energy to the exclusive service of MSC Technology (India) Pvt Ltd.

    If employee is found to be professionally engaged with any other organization while working for MSC Technology India, the management reserves the right to cancel his employment with immediate effect and recover the entire amount that has been paid as salary. Further, legal action will be initiated based on the severity of the issue.

13. Morality
    a) The material violation of any of the terms and conditions of this agreement or any written agreements the executive may from time to time have with the company.
    b) Inattention to or failure to perform employee's assigned duties and responsibilities competently for any reason other than due to disability.
    c) Engaging in activities or conduct injurious to the reputation of the company or its affiliates including, without limitation, engaging in immoral acts which become public information or repeatedly conveying to one person, or conveying to an assembled public group, negative information concerning the company or its affiliates.
    d) Commission of an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the company; the executive commits an act of fraud, misappropriation, embezzlement or other similar act of dishonesty.
    e) Commission by the Employee of an act which constitutes a misdemeanor (involving an act of moral turpitude) or Engaging in felonious act resulting in material harm to the financial condition or business reputation of the company or any of its affiliates.
    f) The Employee engages in illegal conduct or gross misconduct which is materially and demonstrably injurious to the commercial interests of the company.
14. Emoluments
    a) Kindly refer Enclosure I for emoluments
    b) You shall deposit with us a copy of the mark-sheets and certificates of your final degree examination.
    c) Without prejudice to other remedies available to the company, you shall be liable to pay to the company all the costs, charges and expenses incurred directly or indirectly by the company during the probation period and/or in connection therewith, in the event of breach of any of the conditions contained in this letter. A certificate stating all such costs, charges and expenses issued by any of the officers of the company shall be final and conclusive proof of payment thereof and shall be binding on you. You hereby agree that all such costs, charges and expenses incurred directly or indirectly by the company and certified by any of the officers of the company as aforesaid together with an amount equivalent to the sum paid to you as salary with all allowances, etc. during the period of training and the amount specified in Enclosure - I payable by you as liquidated damages shall constitute a debt owing to the company and shall be recoverable by the company from you immediately upon you committing a breach of any of the conditions contained in this Appointment Letter.

Brijeshwari. R

MSC TECHNOLOGY (INDIA) PVT. LTD.,

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COLLEGE OF ENGINEERING

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15. Confidentiality:

a) In the performance of your job duties with Company, you will be exposed to Company's Confidential Information/ sensitive business data. "Confidential Information" means information or material that is valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

I. Technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.

II. Information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.

III. Information concerning Company's employees, including salaries, strengths, weaknesses, and skills.

IV. Any sensitive business data information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.

V. Employees must be cautious when performing their duties, wherein there should not damage, manipulation or misuse business data.

b) The Employee shall keep Company's Confidential Information / sensitive business data, whether or not prepared or developed by Employee, in the strictest confidence. The Employee shall not disclose such information to anyone inside or outside the Company. Nor will Employee make use of any such Confidential Information for Employee's own purposes or the benefit of anyone other than Company.

c) Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret.

d) You should keep strictly confidential all trade secrets and proprietary information of or relating to company, including (but not limited to) all non-public plans, procedures, inventions, patents, policies, books, records, lists, documents, data, copyrights, software, directories, techniques and clients. You acknowledge that the same are the exclusive property of organization, even if the same were created, developed, invented, discovered or designed by you during the term hereof.

e) You should not store / copy any of the organization data to any personal storage device or possess any hard copies of the information related to the confidential business data. In case, you are in possession or come across such data, the same to be submitted immediately to HR.

f) Details of your salary and other benefits should be kept confidential, if not company will take disciplinary action against you.

g) If you are found to breach any of the terms condition as mentioned above, failed to adhere to the company policy, such breach will attract strict legal action.

16. Injunctive Relief. Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.

17. Indemnity: The Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of the Employee's breach of this Agreement.

18. Privacy

a) You agree that you have no individual right to privacy regarding any part of company's premises or property.

b) You authorize the company to release basic employment and financial information to third parties inquiring for legal, business or financial purposes.

c) You unconditionally and forever agree to the unlimited, non-exclusive use of your name, background information, photograph (s), image and / or likeness in any advertising, publicity, promotional material, all without additional consideration or approvals. This provision also survives any termination of employment.

Priyadharshini. R

MSC TECHNOLOGY (INDIA) PVT. LTD.
APPROVED
PRINCIPAL
SYED AMMAL ENGINEERING COLLEGE
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19. Restrictive Covenant: The Company is in the business of providing various services including services in the Computer Software area. You will acknowledge that:

a) Company's services are highly specialized.

b) The identity and particular needs of the Company's customers are not generally known by the industry.

c) Company has proprietary interest in its customers and relationships.

d) Documents and other information regarding company's services,methods, pricing and costs, as well as information pertaining to company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You agree that:

a) The employer is willing to spend certain funds and resources both direct and indirect, financial and unliquidated related to training upon the express condition that the Employee will not voluntarily resign, leave or otherwise terminate employment for the period of 12 months from the date of training or be involuntarily terminated for cause during the said period of 12 months and in the event of any breach, the Employer can seek injunction as well as liquidated damages from the employee.

b) For a period of three years after this employment is terminated for any reason, regardless of whether the termination is initiated by the company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm or corporation who is or was a customer of the Company.

c) You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, company or corporation.

d) If employee receives Performance incentive, he/she must serve minimum six months with the organization. Alternatively, they can deny such incentives.

e) In case of Salary Revision, employee must serve minimum six months after the acceptance of the revised salary.

20. Disputes:

a) Jurisdiction: Any disputes between you and the organization concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Chennai only.

b) Arbitration: In the event of any dispute, difference or disagreement arising out of or in respect of this agreement or the commission of any breach of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an arbitrator to be appointed by the COMPANY, whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to be a submission to arbitration under The Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The venue of arbitration shall be Chennai.

21. In view of the business of the Company, all employees are required to possess a valid Passport and as per statutory requirement AADHAR CARD and PAN Card is a must. In case you do not have one, you are required to obtain the same at your own time and expense and intimate this part to our Human Resources department.

22. You will be required to abide by the administrative instructions, rules and regulations and company policies as in force from time to time for the effective and smooth working of the Company. You are expected to engage yourself fully in the Company's business and not to engage yourself in any other employment or business including on part-time basis.

23. Background Check: Your employment will be subject to a background check in line with organization background check policy. If the background checks reveal unfavorable results, you will be liable to disciplinary action including termination of service without notice.

If this accurately records the arrangement, kindly return to us the enclosed duplicate of this letter of appointment duly signed by you as a token of your confirmation and acceptance of its terms.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Brijodhavalini. R

MSC TECHNOLOGY (INDIA) PVT. LTD.,

PLOT NO.14, 3RD MAIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T : +91 44 71041700
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www.msc-technology.com CIN NO. U72900TN2007PTC064734

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All communications between you and company shall be deemed to have been effectively served if addressed to the following addresses:

Employer: **MSC TECHNOLOGY (INDIA) PVT. LTD.**
"Kosmo One" Tower-B, 11th Floor, Plot No.14, III Main Road, Ambattur Industrial Estate, Chennai - 600 058

Employee: **Ms. PRIYADHARSHINI R**
9,N.P House,Big street,Kasthuribai Nagar, Avadi,CHENNAI,600054

Any change in the above addresses of any of the concerned parties, i.e. Employer, "Employee" shall be intimated to the other parties by way of a notice by the party whose address has changed within a period of 7 days from such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the address of the concerned parties and dispatch by post-delivery of such notices to the concerned addressee at the above address (s) given above will constitute sufficient notice to the parties for all proceedings to be initiated.

Once again, welcome to **MSC TECHNOLOGY (INDIA) PVT. LTD.**

On behalf of MSC Technology (India) Pvt. Ltd.,
Authorised Representative

Ms. Jyoti Naik
Senior Vice President - HR

MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI 600 058

in the presence of
Mr. P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above terms and conditions of employment.

Date: 28/03/2022
Place: Chennai

Priyadharshini R
Signature of the (candidate)

This is System generated letter (30/Mar/2022 01:25:48 PM)

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MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI 600 058

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Enclosure - I
(For Ms. Priyadharshini R)

Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	11,000.00	132,000.00
HRA	5,500.00	66,000.00
Project Allowance	5,700.00	68,400.00
Transport Allowance	3,000.00	36,000.00
TOTAL	**25,200.00**	**302,400.00**
Add: Provident Fund	1,800.00	21,600.00
Total CTC - PART (A)	**27,000.00**	**324,000.00**
EMPLOYEE BENEFIT		
Project Incentive (Annual bonus)		27,000.00
Medical Insurance		8,000.00
Gratuity		6,346.00
Earned Leaves		5,077.00
Food Allowance		26,400.00
Training & Development		16,000.00
Total Annual Benefit - PART (B)		**88,823.00**
TOTAL CTC - PART (A) + PART (B)		**412,823.00**
Annual CTC in words:	FOUR LAKHS TWELVE THOUSAND EIGHT HUNDRED TWENTY-THREE ONLY	

Yours faithfully
For **MSC TECHNOLOGY (INDIA) PVT. LTD.**

T. VIJAYARUN
CEO

Verified by

P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above salary structure.

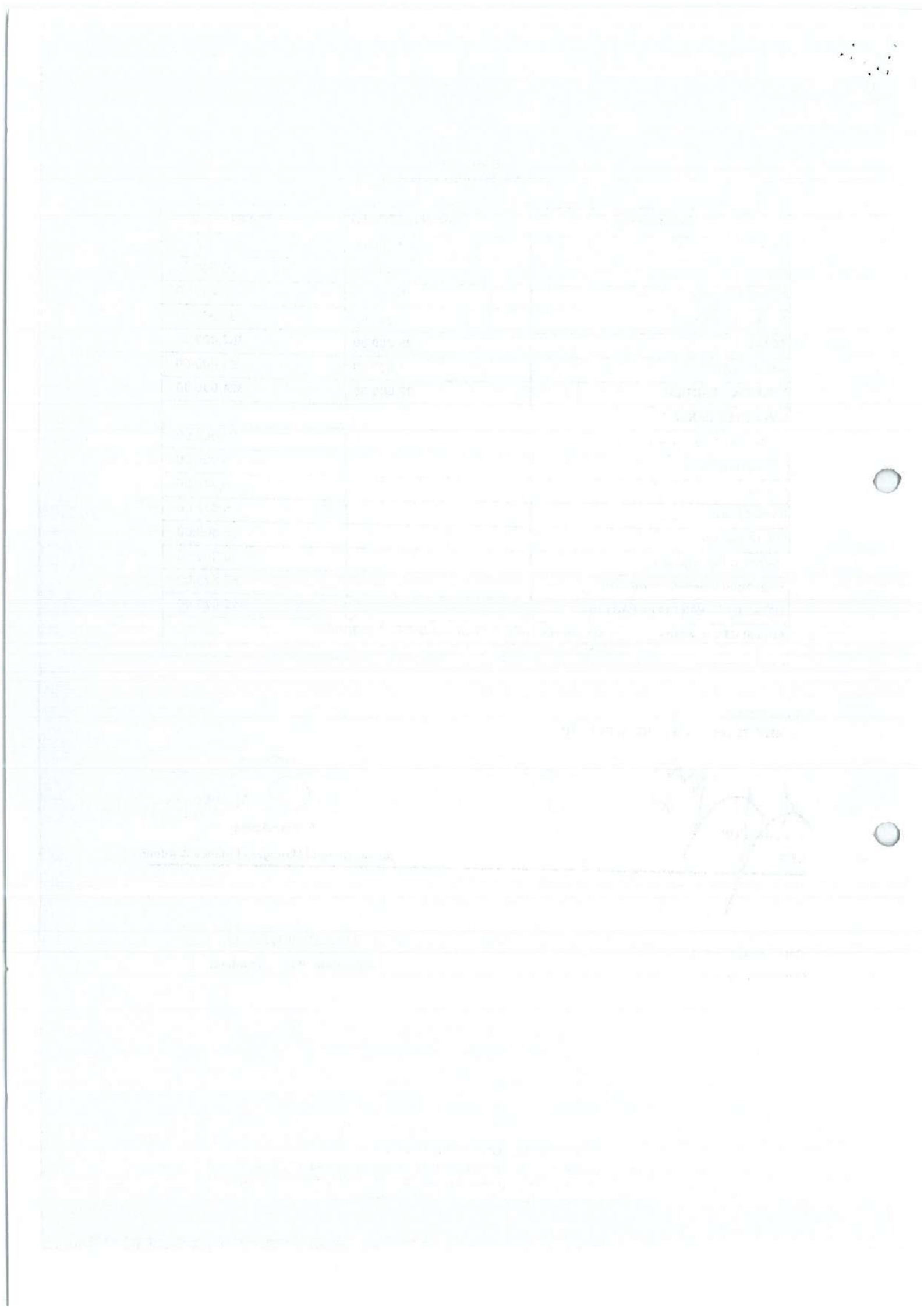
Date: 28/03/2022
Place: Chennai

Priyadharshini R
(Signature of the candidate)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Note:

I. After completion of one financial year and based on your work performance the company will decide to pay Project Incentive once in a year as per the discretion of the management.

II. Apart from this you will get Health Benefits (Self+ Spouse +2Children) + Other Standard Benefits as per MSC Technology policy.

III. Requirements pertaining to grant of exemptions;

a) On joining, you would be required to furnish a declaration in the prescribed format pertaining to investments made / proposed to be made by you eligible for exemption under The Income Tax Act, 1961. In the subsequent years, this needs to be submitted latest by April 15 of every year.

b) Proofs for investments as declared should be submitted in the second week of January every year failing which TDS would be deducted without considering the investment declaration. Tax deducted and remitted to Govt. A/c. shall not be refunded. Employee should file their income tax returns and claim refund if there is excess deduction on account of delay in submitting the proof of investments.

c) All reimbursements would also be subject to TDS in case invoices/receipts are not submitted for the same.

IV. You are also mandatorily required to submit the details of your income from your previous employer in the current Financial Year in Form XII B.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Rajadharshini. R

MSC TECHNOLOGY (INDIA) PVT. LTD.,
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AVASOFT
SHAPING NEXT GEN

Jan-2022

Mr. J Rais Al Hind
2/80
Liyakathali Street,
Enangudi - 609701

Dear Rais,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and fifty thousand only) subject to Tax deduction. Further details are furnished in Annexure-1

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

(iv) If the employee engages in defaming the company or the management, he/she is entitled to pay the training cost of Rs.1.5 Lakhs at a minimum or any other damages that the company might decide based upon the gravity of the offence.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(v) If the employee is engaged in any violation of company policy leading to termination, during the service agreement he/she will be entitled to pay the training cost of Rs.1.5 Lakhs.

(vi) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(vii) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(viii) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(ix) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(x) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

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AVASOFT
SHAPING NEXT GEN

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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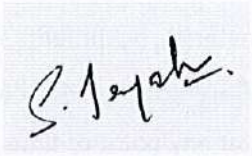
Dispute

Any dispute that arises between parties will be decided by the Court of Law having having Jusrisdiction where the company situates.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on .

Sincerely,





PRINCIPAL
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COLLEGE OF ENGINEERING

Jeyasree Sankaran

Human Resources

Compensation Break Up	
Name	**J Rais Al Hind**

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Designation	Trainee Engineer	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	**4867**	**58400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**29167**	**350000**

For AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

J Rais Al Hind

Trainee Engineer

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

March 25,2022

RUBESH S

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
Dear RUBESH S

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

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade **5** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

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

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

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be INR. **350000** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

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

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

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

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

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COLLEGE OF ENGINEERING

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure A

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

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

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
[illegible]

URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***March 27,2022*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

DocuSigned by:

Signature: _____ Date: March 25,2022

RUBESH S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

DocuSign Envelope ID: C00299E8-157C-433D-B4AC-AE50635FCEB4

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

DECLARATION

I, ***RUBESH S*** S/o, D/O, W/O Sankar, having permanent address at NO.13 THIRUVALUVAR STREET, STUARTPET, ARAKKONAM-631001 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

DocuSigned by:

SIGNATURE:

NAME: RUBESH S

DATE: March 25,2022

PLACE: Arakkonam

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear SAHANA PARVEEN N (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-03-2022

Dear Sajid Ali M (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

13th April 2022
Ref: iOPEX/LOI APR/PAN48

Letter of Intent to offer employment

SAKEEL RAZHEEN S M
No-8, Narayana Naicken St, Pudupet, Chennai - 600 002.

Email : sakeelrazheen@gmail.com
Mobile no: 6374370656
Aadhar No:6364 7053 2364

Dear SAKEEL RAZHEEN S M,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

PRINCIPAL
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COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: SAKEEL RAZHEEN S M

Designation: Trainee - Engineer			
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282,400**
Variable Pay			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	**33,333**	**400,000**
	Net Pay*	**29,733**	**356,800**

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

• On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.

• On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

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COLLEGE OF ENGINEERING

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Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

- Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
- Aadhaar Card
- Voters Identity Card
- Driving License
- Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

- Valid Indian Passport
- Aadhaar Card
- Voters Identity Card
- Telephone bill
- Ration card
- Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

TECHNOLOGY

APPOINTMENT LETTER

REF No: JOFF220134

Date: 28 March 2022

To

Mr. SAMEER AADEIL
1/47,Arshath Illam,
Kalamegam road,Mogapair West,
CHENNAI,600037

Dear ***SAMEER AADEIL*** ,

It is with great pleasure that we welcome you as a new employee to **MSC TECHNOLOGY (INDIA) PVT. LTD.**. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **JUNIOR DEVELOPER - DOTNET** commencing with your start of employment from **28 Mar 2022**. Your base location will be **Chennai**.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the prorluct along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

   On confirmation, this arrangement is terminable by either side at 90 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

   In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours*

   MONDAY TO FRIDAY *: .. **09:30 HOURS TO 18:00 HOURS.**

   LUNCH BREAK: .. **13:00 HOURS TO 13:30 HOURS.**

   * Working hours are subject to change based on the discretion of the management

3 You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment anncuncement ie., April 01st every year. The annual increment will be based on your as well as company's perfo.mance and will be disbursed at the sole discretion of the Management.

4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
   On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.

5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.

6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

7. The normal age of retirement for the staff is 58 years.
8. You need to follow the company's dress code and standard code of conduct as applicable to you.
9. Standard language for communication will be English.
10. The company shall have a right to terminate you at any time whether during the probation period or thereafter, if your services are found unsatisfactory or at any time for cause. For purposes of this Appointment Agreement "cause" shall mean the following:
    a) Violations of company or applicable regulatory body policies, rules or regulations
    b) Insubordination,
    c) Incompetence, unskillfulness
    d) Dishonesty
    e) Unlawful acts or any other misconduct or
    f) Failure to qualify on the professional skill as informed to us or job-related certification reasonably required by the company.
    g) Failure to provide Work Experience Certificate from previous Employer stating specifically designation, no. of years worked and your character based on experience.
11. In case of any damage caused to company assets by you, shall liable to make good the loss to the company. Also incase of not handing over the company assets back during exit as assigned to you at the time of joining, the company shall initiate appropriate legal action in order to recover such properties not handed over or to recover the compensation amount.
12. Loyalty: The Employee agrees to use all of his best efforts and diligence in the performance of his duties; he furthermore agrees to loyally promote the interests, and to devote all of his time and energy to the exclusive service of MSC Technology (India) Pvt Ltd.

    If employee is found to be professionally engaged with any other organization while working for MSC Technology India, the management reserves the right to cancel his employment with immediate effect and recover the entire amount that has been paid as salary. Further, legal action will be initiated based on the severity of the issue.
13. Morality
    a) The material violation of any of the terms and conditions of this agreement or any written agreements the executive may from time to time have with the company.
    b) Inattention to or failure to perform employee's assigned duties and responsibilities competently for any reason other than due to disability.
    c) Engaging in activities or conduct injurious to the reputation of the company or its affiliates including, without limitation, engaging in immoral acts which become public information or repeatedly conveying to one person, or conveying to an assembled public group, negative information concerning the company or its affiliates.
    d) Commission of an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the company; the executive commits an act of fraud, misappropriation, embezzlement or other similar act of dishonesty.
    e) Commission by the Employee of an act which constitutes a misdemeanor (involving an act of moral turpitude) or Engaging in felonious act resulting in material harm to tne financial condition or business reputation of the company or any of its affiliates.
    f) The Employee engages in illegal conduct or gross misconduct which is materially and demonstrably injurious to the commercial interests of the company.
14. Emoluments
    a) Kindly refer Enclosure I for emoluments
    b) You shall deposit with us a copy of the mark-sheets and certificates of your final degree examination.
    c) Without prejudice to other remedies available to the company, you shall be liable to pay to the company all the costs, charges and expenses incurred directly or indirectly by the company during the probation period and/or in connection therewith, in the event of breach of any of the conditions contained in this letter. A certificate stating all such costs, charges and expenses issued by any of the officers of the company shall be final and conclusive proof of payment thereof and shall be binding on you. You hereby agree that all such costs, charges and expenses incurred directly or indirectly by the company and certified by any of the officers of the company as aforesaid together with an amount equivalent to the sum paid to you as salary with all allowances, etc. during the period of training and the amount specified in Enclosure - I payable by you as liquidated damages shall constitute a debt owing to the company and shall be recoverable by the company from you immediately upon you committing a breach of any of the conditions contained in this Appointment Letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

15 Confidentiality.

a) In the performance of your job duties with Company, you will be exposed to Company's Confidential Information/ sensitive business data. "Confidential Information" means information or material that is valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

I. Technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.

II. Information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.

III. Information concerning Company's employees, including salaries, strengths, weaknesses, and skills.

IV. Any sensitive business data information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.

V. Employees must be cautious when performing their duties, wherein there should not damage, manipulation or misuse business data.

b) The Employee shall keep Company's Confidential Information / sensitive business data, whether or not prepared or developed by Employee, in the strictest confidence. The Employee shall not disclose such information to anyone inside or outside the Company. Nor will Employee make use of any such Confidential Information for Employee's own purposes or the benefit of anyone other than Company.

c) Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret

d) You should keep strictly confidential all trade secrets and proprietary information of or relating to company, including (but not limited to) all non-public plans, procedures, inventions, patents, policies, books, records, lists, documents, data, copyrights, software, directories, techniques and clients. You acknowledge that the same are the exclusive property of organization, even if the same were created, developed, invented, discovered or designed by you during the term hereof.

e) You should not store / copy any of the organization data to any personal storage device or possess any hard copies of the information related to the confidential business data. In case, you are in possession or come across such data, the same to be submitted immediately to HR.

f) Details of your salary and other benefits should be kept confidential, if not company will take disciplinary action against you.

g) If you are found to breach any of the terms condition as mentioned above, failed to adhere to the company policy, such breach will attract strict legal action.

16. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.

17. Indemnity: The Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of the Employee's breach of this Agreement.

18. Privacy

a) You agree that you have no individual right to privacy regarding any part of company's premises or property.

b) You authorize the company to release basic employment and financial information to third parties inquiring for legal, business or financial purposes.

c) You unconditionally and forever agree to the unlimited, non-exclusive use of your name, background information, photograph (s), image and / or likeness in any advertising, publicity, promotional material, all without additional consideration or approvals. This provision also survives any termination of employment.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

19 Restrictive Covenant: The Company is in the business of providing various services including services in the Computer Software area. You will acknowledge that

a) Company's services are highly specialized.

b) The identity and particular needs of the Company's customers are not generally known by the industry.

c) Company has proprietary interest in its customers and relationships.

d) Documents and other information regarding company's services,methods, pricing and costs, as well as information pertaining to company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You agree that:

a) The employer is willing to spend certain funds and resources both direct and indirect, financial and unliquidated related to training upon the express condition that the Employee will not voluntarily resign, leave or otherwise terminate employment for the period of 12 months from the date of training or be involuntarily terminated for cause during the said period of 12 months and in the event of any breach, the Employer can seek injunction as well as liquidated damages from the employee

b) For a period of three years after this employment is terminated for any reason, regardless of whether the termination is initiated by the company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm or corporation who is or was a customer of the Company

c) You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, company or corporation.

d) If employee receives Performance incentive, he/she must serve minimum six months with the organization. Alternatively, they can deny such incentives

e) In case of Salary Revision, employee must serve minimum six months after the acceptance of the revised salary

20 Disputes

a) Jurisdiction: Any disputes between you and the organization concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Chennai only

b) Arbitration: In the event of any dispute, difference or disagreement arising out of or in respect of this agreement or the commission of any breach of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an arbitrator to be appointed by the COMPANY, whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to be a submission to arbitration under The Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The venue of arbitration shall be Chennai

21 In view of the business of the Company, all employees are required to possess a valid Passport and as per statutory requirement AADHAR CARD and PAN Card is a must. In case you do not have one, you are required to obtain the same at your own time and expense and intimate this part to our Human Resources department

22 You will be required to abide by the administrative instructions, rules and regulations and company policies as in force from time to time for the effective and smooth working of the Company. You are expected to engage yourself fully in the Company's business and not to engage yourself in any other employment or business including on part-time basis

23 Background Check: Your employment will be subject to a background check in line with organization background check policy. If the background checks reveal unfavorable results, you will be liable to disciplinary action including termination of service without notice

If this accurately records the arrangement, kindly return to us the enclosed duplicate of this letter of appointment duly signed by you as a token of your confirmation and acceptance of its terms

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COLLEGE OF ENGINEERING

All communications between you and company shall be deemed to have been effectively served if addressed to the following addresses:

Employer: **MSC TECHNOLOGY (INDIA) PVT. LTD.**
"Kosmo One" Tower-B, 11th Floor, Plot No.14, III Main Road, Ambattur Industrial Estate, Chennai - 600 058

Employee: **Mr. SAMEER AADEIL**
1/47,Arshath illam,Kalamegam road,Mogapair West,CHENNAI,600037

Any change in the above addresses of any of the concerned parties, i.e. Employer, "Employee" shall be intimated to the other parties by way of a notice by the party whose address has changed within a period of 7 days from such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the address of the concerned parties and dispatch by post-delivery of such notices to the concerned addressee at the above address (s) given above will constitute sufficient notice to the parties for all proceedings to be initiated.

Once again, welcome to **MSC TECHNOLOGY (INDIA) PVT. LTD.**

On behalf of MSC Technology (India) Pvt. Ltd.,
Authorised Representative

Ms. Jyoti Naik
Senior Vice President - HR

MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI 600 058

in the presence of
Mr. P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above terms and conditions of employment.

Date:
Place:

Signature of the (candidate)

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COLLEGE OF ENGINEERING

Enclosure - I
(For Mr. Sameer Aadell)

Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	11,000.00	132,000.00
HRA	5,500.00	66,000.00
Project Allowance	5,700.00	68,400.00
Transport Allowance	3,000.00	36,000.00
TOTAL	**25,200.00**	**302,400.00**
Add Provident Fund	1,800.00	21,600.00
Total CTC - PART (A)	**27,000.00**	**324,000.00**
EMPLOYEE BENEFIT		
Project Incentive (Annual bonus)		27,000.00
Medical Insurance		8,000.00
Gratuity		6,346.00
Earned Leaves		5,077.00
Food Allowance		26,400.00
Training & Development		16,000.00
Total Annual Benefit - PART (B)		**88,823.00**
TOTAL CTC - PART (A) + PART (B)		**412,823.00**
Annual CTC in words:	FOUR LAKHS TWELVE THOUSAND EIGHT HUNDRED TWENTY-THREE ONLY	

Yours faithfully
For **MSC TECHNOLOGY (INDIA) PVT. LTD.**

T. VIJAI ARUN
CEO

MSC TECHNOLOGY (INDIA) PVT. LTD. CHENNAI

Verified by

P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above salary structure

Date:
Place:

(Signature of the candidate)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Note:

I. After completion of one financial year and based on your work performance the company will decide to pay Project Incentive once in a year as per the discretion of the management.

II. Apart from this you will get Health Benefits (Self+ Spouse +2Children) + Other Standard Benefits as per MSC Technology policy.

III. Requirements pertaining to grant of exemptions;

a) On joining, you would be required to furnish a declaration in the prescribed format pertaining to investments made / proposed to be made by you eligible for exemption under The Income Tax Act, 1961. In the subsequent years, this needs to be submitted latest by April 15 of every year.

b) Proofs for investments as declared should be submitted in the second week of January every year failing which TDS would be deducted without considering the investment declaration. Tax deducted and remitted to Govt. A/c. shall not be refunded. Employee should file their income tax returns and claim refund if there is excess deduction on account of delay in submitting the proof of investments.

c) All reimbursements would also be subject to TDS in case invoices/receipts are not submitted for the same.

IV. You are also mandatorily required to submit the details of your income from your previous employer in the current Financial Year in Form XII B.

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COLLEGE OF ENGINEERING

MSC TECHNOLOGY (INDIA) PVT. LTD.,
PLOT NO.14, 3RD MAIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T : +91 44 71041700
BRANCH OFFICE : S/Y NO. 144, B B ROAD, YELAHANKA, BANGALORE - 560064. T : +91 80 46180500
www.msc-technology.com CIN NO. U72900TN2007PTC064734

CATERPILLAR®

Caterpillar India Private Ltd.

Building Construction Products Division
Melnallathur, Thiruvallur - 602 004
Tamil Nadu, India
Phone : +91 44 3996 8400
Fax : +91 44 4760 0444

August 22nd, 2022

CONFIDENTIAL

Sathiswarri Marimuthu

We are pleased to engage you as an Apprentice under the following terms and conditions:

1) The period of training will be for duration of One Year commencing from the date of your reporting for the training.

2) You will be paid a monthly Stipend of **Rs.18,000/- (Rupees Eighteen thousand only)** during your Apprenticeship training period.

3) An additional sum of **Rs. 1,200/- (Rupees One Thousand and Two Hundred only)** will be paid as attendance bonus if your have achieved 100% attendance during your training period in the respective month.

4) The Apprenticeship training programme will enable you to acquire on the job training apart from practical knowledge of various machines, equipment's and business processes.

5) You will have to maintain a work diary with noting of day-to-day assimilation of skills. This will have to be submitted to the designated supervisor on a weekly basis.

6) It shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the Apprentice to accept an employment with the employer.

7) Every Apprentice undergoing Apprenticeship training in an establishment shall only be a trainee and not a worker and such the provisions of any law with respect to labour shall not apply to or in relation to such Apprentice.

8) As part of the Apprenticeship Training Scheme, you will have to conscientiously and diligently learn the manufacturing activities by way of on the job training, ensure regular attendance, abide by all rules & regulations of the establishment as applicable to your category and carry out all lawful orders of your Superiors and Employer in the establishment.

9) The Company is entitled to terminate your training without prior written notice, without assigning any reason thereto. You would however provide an advance written notice of minimum 15 days to the company, if you wish to discontinue your traineeship.

10) This offer is subject to you being found medically fit by the Company Medical Officer. You are requested to appear for medical checkup before joining.

11) You will be governed by the terms and conditions stipulated in The Apprentices Act, 1961.

Arun Kumar. R
Human Resources Manager – BCP India

Acceptance

I understand and accept the foregoing terms and conditions of my engagement as an Apprentice with effect from 22/08/2022.

Date: 22/08/2022

Signature : M Sathiswarri

Name : M. SATHISWARRI

CIN - U29244TN2000PTC046255
Registered Office: 7th Floor, International Technology Park Chennai, Taramani Road, Taramani, Chennai - 600 113, India.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

13th April 2022
Ref: iOPEX/LOI APR/PAN47

Letter of Intent to offer employment

SEYAD MOHAMMED FAHEEM M Y
78/109C, Haji Appa Thaika street, Thuthukoodi

Email : fahimseyadmd@gmail.com
Mobile no: 8680844862
Aadhar No:6734 7053 3296

Dear SEYAD MOHAMMED FAHEEM M Y

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

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COLLEGE OF ENGINEERING

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On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: SEYAD MOHAMMED FAHEEM M Y

Designation: Trainee - Engineer			
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282,400**
Variable Pay			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	**33,333**	**400,000**
	Net Pay*	**29,733**	**356,800**

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.

- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

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Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
   - Aadhaar Card
   - Voters Identity Card
   - Driving License
   - Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhaar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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COLLEGE OF ENGINEERING

Gmail amsengg placement <amsenggplacement@gmail.com>

Fwd: Tata Elxsi: Offer of Employment

1 message

Shaziya Sharieff <shaziyasharieff26@gmail.com> Sat, Apr 9, 2022 at 3:07 PM
To: amsenggplacement@gmail.com

---------- Forwarded message ---------
From: <campusconnect@tataelxsi.co.in>
Date: Tue, 5 Apr 2022, 11:45 am
Subject: Tata Elxsi: Offer of Employment
To: <shaziyasharieff26@gmail.com>

Dear Shaziya Begum D,

Congratulations!

We are pleased to inform you that you have been selected as Engineer for Chennai location with Tata Elxsi

The details of your offer, including your remuneration and other details, are attached herewith. We request that you submit your acceptance/denial on or before 15th April, 2022 by mail.

If you accept the offer, your appointment will be effective no later than 4th July,2022

We will share the details of joining documentation and other formalities with you during joining separately. We request you to keep the scanned PDF files of all the documents mentioned in the attachment while joining.

If you have any questions or require additional information or clarification, do not hesitate to contact us at

campusconnect@tataelxsi.co.in

We hope to welcome you aboard as soon as possible.

With Best Regards

Campus Connect Team

Tata Elxsi Limited

ITPB Road Whitefield Bangalore560048, India

www.tataelxsi.com

Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message , or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors, omissions or contaminations in the contents of this message which might have occurred as a result of email transmission. If verification is required, please request for a hard-copy version.

TEL Offer Letter_200.pdf
225K

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COLLEGE OF ENGINEERING

05 April 2022

Shaziya Begum D
No:5, 1st Street, Sabhi Nagar, Muthapudupet, Avadi IAF, Chennai - 600055.

Dear Shaziya Begum D,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022.**
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

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COLLEGE OF ENGINEERING

2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in **Chennai.** The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Chennai.** You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

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7. Other Work:

7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you be will required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.

8.4. You will be liable to termination from service by the Company without notice if:

a. Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
b. You are found to have willfully suppressed any material information, or,
c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
d. You are found to have indulged in financial irregularities; or
e. You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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COLLEGE OF ENGINEERING

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9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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COLLEGE OF ENGINEERING

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India
Tel +91 80 2297 9123 Fax +91 80 2841 1474
www.tataelxsi.com

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11.3. **Data Protection Regulation- Personal Data**: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

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14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter (**"Date of Appointment"**).

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter (**"Date of Appointment").** By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date: **Signature:** _____

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TATA

Annexure 1

Annexure to: **Shaziya Begum D**

Appointment Letter Dated: **05 April 2022**

Name	**Shaziya Begum D**
Level	**D**
Designation	**Engineer**
Location	**Chennai**

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	**26,562**
Deferred Benefits (Annualised)	
Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947
Annual Gross Salary	**3,50,011**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade "D"

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Shuaib M (BE(CSE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Suriya M (B.E. (CSE))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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COLLEGE OF ENGINEERING

Date: 30-Dec-21

Dear Syed Sbu Anwar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai.** However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **2 business days** else, this Offer letter stands void.

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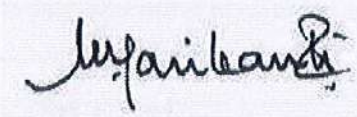
The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,31
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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IFELSE TECHSMART SOLUTIONS PRIVATE LIMITED
CIN: U72900TN2021PTC141576
#16/4, Salai Street, Choolai, Chennai, TN, India 600112.
www.ifelsetech.com | info@ifelsetech.com | +91 98848 99868

Dated: **31st Mar 2022**

To
Mr. Syed Aquib Siddiq,
38/1 Jai-Nagar, Angalammal koil layout 1st Street, Pattalam, Chennai - 600012

Sub. : Appointment Letter for the Post of Full Stack Web Developer (Full Time).

Dear **Mr Syed Aquib Siddiq.,**

Based on your outstanding performance during your internship at **IFELSE TECHSMART SOLUTIONS**, we are pleased to extend a job offer for the role of **Full Stack Web Developer** in our establishment effective from 01st Aug 2022.

Your annual Cost to the company(CTC) will be **3,xx,xxx INR.**
(Final value will be based on the Internship the students are going trough)

Terms and conditions

Your Employment shall be "at will," meaning that either you or the Company shall be entitled to terminate your Employment at any time and in a manner specified below for any reason, with or without Cause. Any contrary representations that may have been made to you shall be superseded by this Agreement.

This Agreement shall constitute the full and complete agreement between you and the Company on the "at-will" nature of your Employment, which may only be changed in an express written agreement signed by you and a duly authorized officer of the Company. Your employment may be terminated at the instance of either party only by giving to the other party 3 calendar months' prior written notice provided that the Company may if it shall so choose pay 3 months' prior written notice or salary in lieu thereof.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by ifelse or an appropriate third party, and the results of such background checks being favorable in ifelse's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by ifelse. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

You may be required to work from Monday to Friday or Monday to Saturday as per company policy applicable to your area of function, for such hours as are necessary to suit the Company's requirements and for the proper discharge of the Employee's duties. You may also be required to attend duties on Public Holidays as per the exigencies of work. However, the maximum number of working hours per week shall not exceed the provisions of the applicable law. In the event that you are required to work for more than 48 hours in a week, you shall be informed of the same by your immediate supervisor.

You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are materially inconsistent with your obligations under this Agreement. In connection with your Employment, you shall not use or disclose any trade secrets or other proprietary information or intellectual property in which you or any other person has any right, title or interest and your Employment will not infringe or violate the rights of any other person.

You represent and warrant to the Company that you have returned all property and confidential

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information belonging to any prior employer, other than confidential information that has become generally known to the public or within the relevant trade industry.

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the Associated Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such Associated Company. You shall not, unless directed by the company, either during the continuance of this engagement or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or of the Associated Companies or to the strategies, plans, methods, process, appliances, machinery or plant used by them, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property.

If required by the Company, during or after the Employment Period, you shall assign and transfer in favor of the Company or, at the request of the Company, in favor of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials.

In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

If at any time hereafter it shall be agreed between the Company and yourself that an alteration shall be made in your salary, duties or place of employment, such alteration shall not affect the other terms of this Agreement, except as may be expressly agreed on. You shall not do or indulge in any of the following, without the prior written consent of the Company: (a) Compete: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company; (b) Solicit Business: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not solicit, endeavor to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company; (c) Solicit Personnel: During the Employment Period and for a period of at least five (5) years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or

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otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

You agree to abide by the principles set out in the document, breach of which, can have serious consequences including dismissal from service. If you are at any time found to be guilty of misconduct, commit any breach of this Agreement, or refuse or willfully neglect to perform to the satisfaction of the Company or any of the Associated Companies in connection with whose business you may be engaged all or any of the duties devolving upon you under this Agreement, the Company may at once, without any previous notice, terminate your appointment. Unless in case of earlier termination of this appointment due to a plausible cause, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

This Agreement and all of your rights and obligations hereunder are personal to you and may not be transferred or assigned by you at any time. The Company may assign its rights under this agreement to any entity that assumes the Company's obligations hereunder in connection with any sale or transfer of all or a substantial portion of the Company's assets to such entity. No provision of this Agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by you and by an authorized officer of the Company (other than you). Notwithstanding the above, in the event of a change in role, grades, promotions or other changes made in your employment and informed to you by the authorised officer of the Company, the applicable policies to such change in role, grades, promotion or other employment changes (for e.g. Notice Policy, Reimbursement Policy) shall apply to you from the effective date of such change. To that extent, such change in applicable policies will be considered an amendment of this Agreement and your continued employment will be constituted as agreement to applicable policies from time to time. No waiver by either party of any breach of, or of compliance with, any condition or provision of this Agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.

If you agree to these terms and conditions, may we request you to sign the copy of this letter in token of your acceptance.

Yours sincerely,

Mohammed Aadil H.,
C.E.O

DECLARATION

I have read and understood the above terms and conditions and agree to abide by the same.

Syed Aquib Siddiq.

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AVASOFT
SHAPING NEXT GEN

May 2022

Ms. Thendral G
Qtr No:2259, B -Block,
Type-II, GC, CRPF,Avadi,
Chennai-600055

Dear Thendral,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3/- Lakhs per annum** (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

i. The Company may terminate this contract and the Employee's employment at any time.

ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.

iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.

v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.

ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that

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misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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Dispute

Any dispute that arises between parties will be decided by the Court of Law having having Jusrisdiction where the company situates.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 7th May 2022.

Sincerely,

Anthea Vicky

Human Resources

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Compensation Break Up		
Name	**Thendral G**	
Designation	**Trainee Engineer**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	**700**	**8400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**25000**	**300000**

For AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Thendral G

Trainee Engineer

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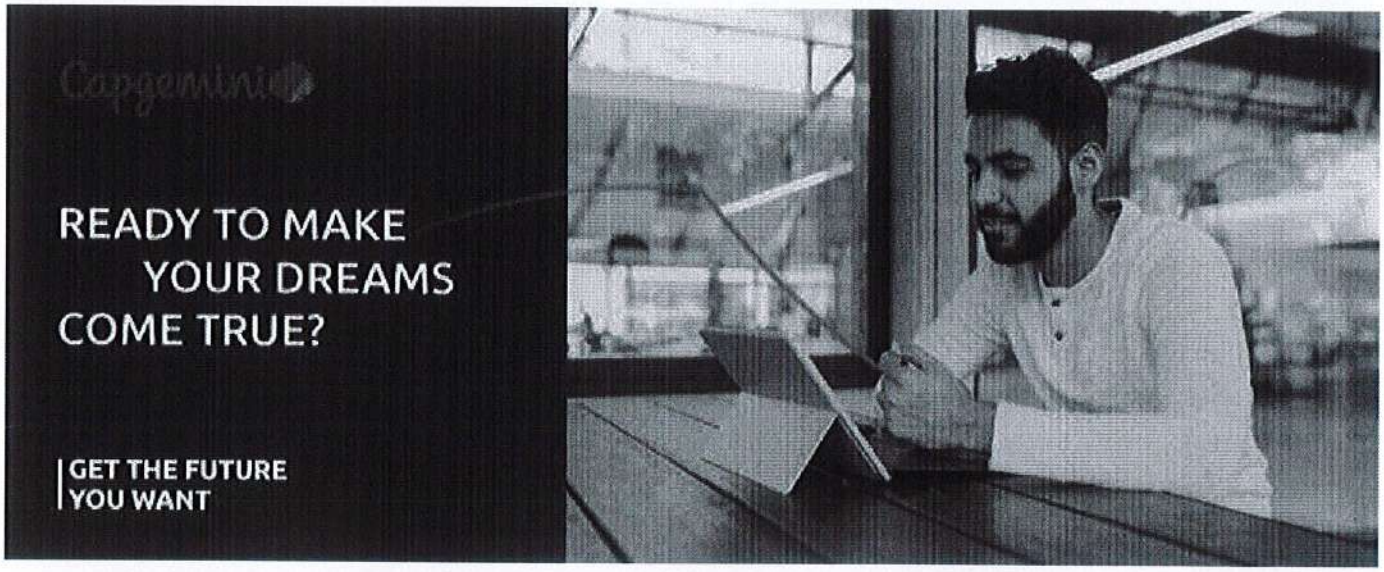
Gmail amsengg placement <amsenggplacement@gmail.com>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

umar ali ahamed <aligani619@gmail.com> Fri, May 6, 2022 at 10:41 AM
To: amsengg placement <amsenggplacement@gmail.com>

---------- Forwarded message ---------
From: **Capgemini via Superset** <notifications@email.joinsuperset.com>
Date: Tue, 15 Feb 2022 at 09:56
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <aligani619@gmail.com>




Most Ethical Company - Eight times in a row


We're highly- rated on Glassdoor



Capgemini Research Institute ranked #1


Our gender balance initiatives


Our global client stories

Dear Umar Ali Ahamed K.M.,

At Capgemini, we work with the world's 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. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. 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 accepting the Letter of Intent.

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 Feb 22, 2022 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)
- Government ID Proof (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)

*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 :

- Marksheets 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

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

Go to Offer Page

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

Superset ID: 1693295

Letter of Intent ("LOI")

Dear Umar Ali Ahamed K.M.,

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

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

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

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

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

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

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

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Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1693295**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1693295**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1693295**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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This is a system generated document and does not need a signature

ANNEXURE 1

Umar Ali Ahamed K.M.
Analyst and A4

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

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

This is a system generated document and does not need a signature

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APPOINTMENT LETTER

April 29, 2022

Dear YASAR ARAFATH,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I YASAR ARAFATH, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: YASAR ARAFATH

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

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We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** YASAR ARAFATH 29/4/2022 2:39 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

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India

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NGEN LABS

Date : 31st Jan 2024

Offer Letter

Dear **Abdul Nawfal M**

We at NGEN Works Labs, are pleased to induct you in our organization.

1.Place of Posting:

1.1 You will be employed as Consultant at Chennai effective Feb 1st 2024 on a Full-time basis. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

1.2 You will be based remotely. However, the Company reserves the right at any time to require you to work at any location within India, whether on a permanent or temporary basis.

2.Salary:

2.1 Your Total Annual Base Salary will be INR 1,80,000/- (Rupees One lakh eighty thousand Only) per year less any required deductions, payable equal instalments monthly in arrears. However, the structure of your compensation plan may be altered/changed from time to time in line with the compensation policy and practices of the organization.

2.2 You agree that the Company has the right to deduct from your salary, or any other payments due to you (including any payment due upon the termination of your employment), any sums due from you to the Company.

2.3 You will be liable to pay all taxes and liabilities as required under India tax Law. With the exception of the obligation to withhold taxes from your remuneration, the Company assumes no responsibility for your personal tax affairs.

3. Leaves:

3 .1. You will be entitled for leave per calendar year as set forth and in accordance with the Leave Policy, to be taken at such reasonable time or times as may be approved by the Company. Your eligible number of leaves will be pro-rated based upon your start date.

4. Notice of Termination of Employment:

4.1. You are required to provide 90 days of notice from the date of your resignation thereof in case you decide to leave our services. Further, any salaries or any other remuneration dues to you will be forfeited should you fail to serve the appropriate notice period as mentioned above.

4.2. The Company shall have the right to terminate the employment with the Company, with or without providing reasons thereof, after serving one week's written notice for the same. Provided the Company shall have the right to terminate this Agreement and your internship, with immediate effect, if any of the following misconduct is committed by you (including but not limited to):

a. Any incorrect information furnished by you or on suppression of any material information.

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NGEN LABS

Date : 31st Jan 2024

b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c. Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

4.3. This paragraph shall not restrict any other right the Company may have to terminate your employment summarily. Any delay by the Company in exercising its rights under this clause shall not constitute a waiver of those rights. Upon termination of your employment for whatever reason, you will deliver to the Company all documents, papers, materials, hardware and any other property relating to the business of the Company which may then be in your possession or under your power or control.

5. Company Policies:

5.1 You are governed by the Company's policies in vogue from time to time. The rules and regulations of service of the Company that are in force may be framed, amended, altered and extended from time to time. They will govern you in same form as and when altered and amended.

Please indicate your acceptance of this Employment Agreement by signing copy of this letter indicating your intended date of commencement.

We look forward welcoming you to N Gen Works Labs and are confident that you will make a very important contribution to our growth and development. If you should wish to clarify any aspects of this offer, please do not hesitate to contact us.

Yours sincerely,

L. Alemelu (CL. ALEMELU)

For NGen Works Labs

I hereby accept and approve all the terms and conditions.

M. [signature]

Signature

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APPOINTMENT LETTER

April 30, 2022

Dear Afrah Fathima.S,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

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10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Afrah Fathima.S, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Afrah Fathima.S

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

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Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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COLLEGE OF ENGINEERING

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

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& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Afrah Fathima.S 30/4/2022 4:19 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

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22618014

AVASOFT
SHAPING NEXT GEN

Dec-21

Mr. Aneequr Rahman C

17/7 Malang Street
Pernambut,
Vellore-635810

Dear Aneequr,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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AVASOFT
SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

(iv) If the employee engages in defaming the company or the management, he/she is entitled to pay the training cost of Rs.1.5 Lakhs at a minimum or any other damages that the company might decide based upon the gravity of the offence.

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(v) If the employee is engaged in any violation of company policy leading to termination, during the service agreement he/she will be entitled to pay the training cost of Rs.1.5 Lakhs.

(vi) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(vii) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(viii) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(ix) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(x) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

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AVASOFT
SHAPING NEXT GEN

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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Dispute

Any dispute that arises between parties will be decided by the Court of Law having having Jusrisdiction where the company situates.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 16th Dec 2021.

Sincerely,

Anthea Vicky

Human Resources

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AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**Aneequr Rahman C**	
Designation	**Trainee Engineer**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky
Human Resources

Aneequr Rahman C
Trainee Engineer

PRINCIPAL
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COLLEGE OF ENGINEERING

22-704

CREATIVE TECHNOLOGIES

Plot No:42, VGN Serinity Groove,
Phase-1, Ayappakkam, Chennai,
Tamil Nadu 600077

097908 15373

info@creativetechnologies.com

Date: 12-04-2022

Dear Subashini,

Sub: Offer Letter for Data Analyst

We are pleased to offer you the position of Business Associate at Creative technologies. We have reviewed your qualifications and are impressed with your experience and skills, which we believe will make you a valuable asset to our team. We are excited to have you join us and contribute to our success.

As a Business Associate, your key responsibilities will include monitoring sales leads and open up new avenues for the business to target and focus on customer relationship management. You will be reporting to Manager. Your work location will be at Chennai as per our mutual agreement.

In return for your dedication and contributions, we offer the following compensation package:

1. Salary: Your annual salary will be Rs.2,00,000, payable in Monthlyinstalments.
2. Benefits: You will be eligible for details of benefits such as health insurance, retirement plans, etc.
3. Leave Policy: You will be entitled to details of leave policy, including annual leave, sick leave, etc. as per the company's policies.
4. Probation Period: You will be on probation for a period of six months from the date of joining.
5. Termination: The employment relationship can be terminated by either party with a notice period of one months or payment in lieu of notice, as per the company's policies.

This offer is contingent upon your acceptance of the terms and conditions outlined in this letter.

We are confident that you will make a significant contribution to our team and look forward to your positive response.

If you have any questions, please feel free to reach out at any time.We are excited to welcome you to the team and look forward to a successful association with you.

Sincerely,

Shawn Cathy

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

INFORMATION TECHNOLOGY

Speridian
TECHNOLOGIES

Date: 29th May 2022

Asim Khan A

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

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Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

PRINCIPAL
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COLLEGE OF ENGINEERING

Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear M ENAMUL HUK (B.Tech(IT))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian
TECHNOLOGIES

Date: 29th May 2022

Hidar Ali A

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Gmail

amsengg placement <amsenggplacement@gmail.com>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

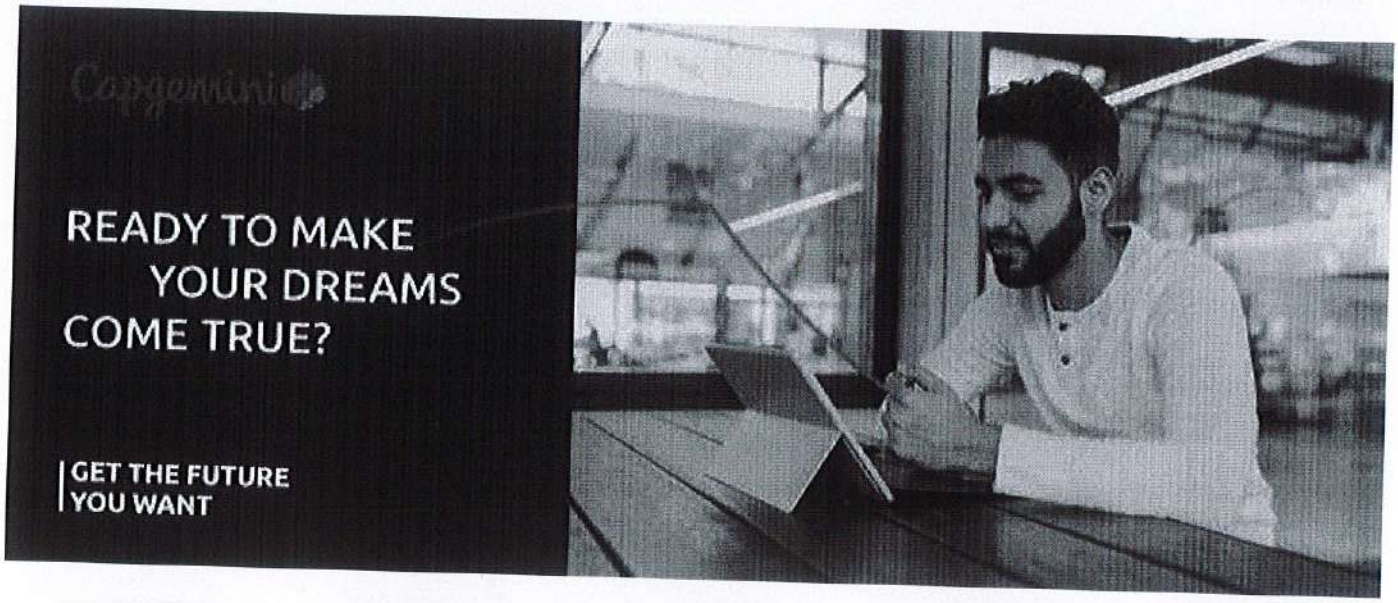
1 message

MADHU MEGA <madhumega2000@gmail.com>
To: amsenggplacement@gmail.com Sat, May 7, 2022 at 9:18 AM

---------- Forwarded message ---------
From: **MADHU MEGA** <madhumega2000@gmail.com>
Date: Thu, 28 Apr, 2022, 12:06 pm
Subject: Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <jayashree1996a@gmail.com>

---------- Forwarded message ---------
From: **MADHU MEGA** <madhumega2000@gmail.com>
Date: Sat, 9 Apr, 2022, 11:36 am
Subject: Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <jayashree1996a@gmail.com>

---------- Forwarded message ---------
From: **Capgemini via Superset** <notifications@email.joinsuperset.com>
Date: Thu, 7 Apr, 2022, 2:24 pm
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <madhumega2000@gmail.com>




Most Ethical Company - Eight times in a row


We're highly- rated on Glassdoor



Capgemini Research Institute ranked #1


Our gender balance initiatives


Our global client stories

Dear MadhuMega A,

At Capgemini, we work with the world's 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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. 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 accepting the Letter of Intent.

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 Apr 15, 2022 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)
- Government ID Proof (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)

*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 :

- Marksheets 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

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

Go to Offer Page

Capgemini

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COLLEGE OF ENGINEERING

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To view our candidate privacy notification please click here

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, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1398630

Letter of Intent ("LOI")

Dear MadhuMega A,

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

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

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

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

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

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

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1398630**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1398630**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1398630**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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ANNEXURE 1

MadhuMega A
Analyst and A4

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

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

iOPEX [Business Optimized]∞ TECHNOLOGIES

13th April 2022
Ref: iOPEX/LOI APR/PAN49

Letter of Intent to offer employment

MOHAMED MARVAN V M
No. Vairavakkam Mohamed street, Abiramam, Ramnad

Ema : almarvan387@gmail.com
Mobile no: 6382535107
Aadhar No:5764 8134 2396

Dear MOHAMED MARVAN V M

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

PRINCIPAL
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COLLEGE OF ENGINEERING

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On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: MOHAMED MARVAN V M

Designation: Trainee - Engineer			
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282,400**
Variable Pay			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	**33,333**	**400,000**
	Net Pay*	**29,733**	**356,800**

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.

- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

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Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
   - Aadhaar Card
   - Voters Identity Card
   - Driving License
   - Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhaar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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AVASOFT
SHAPING NEXT GEN

Aug-22

Mr. Mohamed Nawaz M
126/a,kurinji ma nagar, west gopalapuram,
ghandhi street, Pattabiram.
Chennai -600072

Dear Mohamed,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and fifty thousand only) subject to Tax deduction. Further details are furnished in Annexure-1

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AVASOFT
SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

i. The Company may terminate this contract and the Employee's employment at any time.

ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.

iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.

v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.

ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that

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misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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Dispute

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

Declaration

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation.Failing which,this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 4th Aug 2022.

Sincerely,

S. Jeya

Jeyasree Sankaran
Human Resources

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AVASOFT
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Compensation Break Up		
Name	**Mohamed Nawaz M**	
Designation	**Trainee Engineer**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	**4867**	**58400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**29167**	**350000**

For AVA SOFTWARE Pvt. Ltd.,

S. Jeya.

Jeyasree Sankaran

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Mohamed Nawaz M

Trainee Engineer

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COLLEGE OF ENGINEERING

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

March 25,2022

SABA ZEHRA

A M S COLLEGE
Dear SABA ZEHRA

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

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade **5** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

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

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

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be INR. **350000** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

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

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

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

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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure A

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

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

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***March 27,2022*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: March 25,2022

SABA ZEHRA

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

DECLARATION

I, ***SABA ZEHRA*** S/o, D/O, W/O_____, having permanent address at_____ do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:
NAME: SABA ZEHRA
DATE: March 25,2022
PLACE:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

HRD/3T/1002717064/22-23

June 27, 2022

Ms. Salma A
No.12/111 Parthasarathy Street,
Old Washermenpet.
Chennai-600021
India

Ph: +91-9952084264

Dear Salma,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.27 22:05:06 IST
Reason: Digitally Signed
Location: Bangalore

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

Company Confidential - This communication is confidential between you and Infosys Limited

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Infosys®
Navigate your next

June 27, 2022

HRD/1002717064/22-23

Ms. Salma A
No.12/111 Parthasarathy Street,
Old Washermenpet.
Chennai-600021
India

Ph: +91-9952084264

Dear Salma,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

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

Location

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

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

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COLLEGE OF ENGINEERING

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

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Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

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National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

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Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.21 22:35:06 IST
Reason: Digitally Signed
Location: Bangalore

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

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Salma A**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Salma A**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Salman Ahmed (B.Tech. (IT))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear K.SALMAN AL FARISHI (B.Tech(IT))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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COLLEGE OF ENGINEERING

Gmail

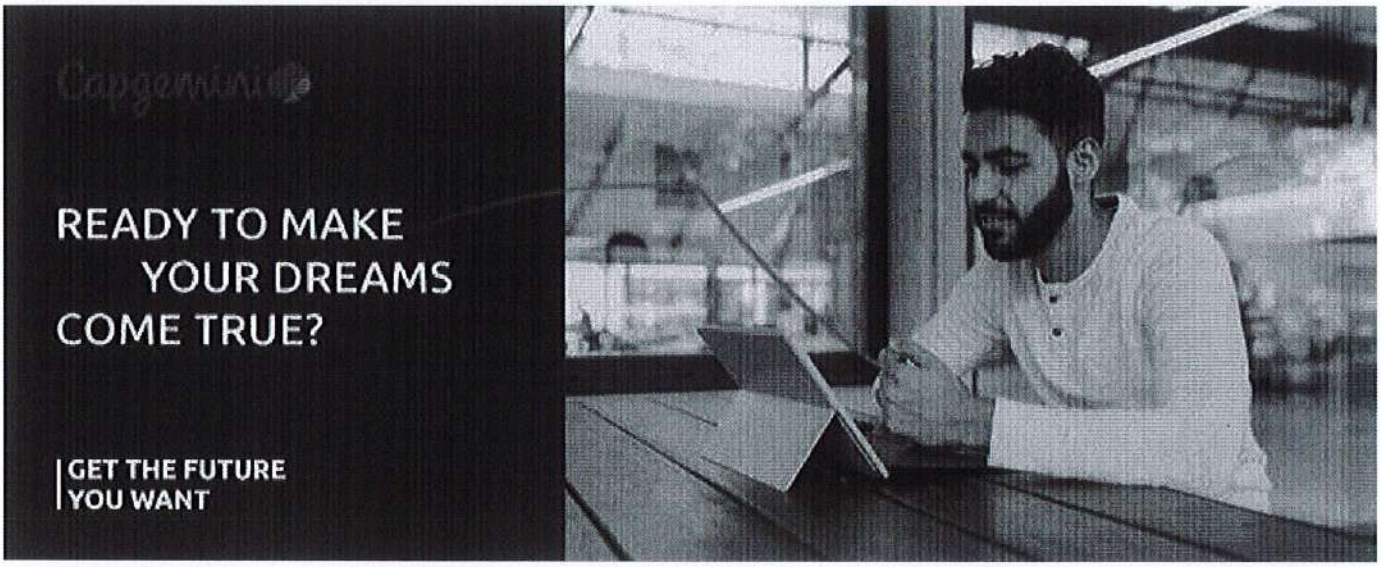
amsengg placement <amsenggplacement@gmail.com>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

B Sanjay <bitrasanjay43@gmail.com> Thu, May 5, 2022 at 9:47 PM
To: amsenggplacement@gmail.com

---------- Forwarded message ---------
From: **Capgemini via Superset** <notifications@email.joinsuperset.com>
Date: Mon, 2 May 2022, 11:44
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <bitrasanjay43@gmail.com>



Most Ethical Company - Eight times in a row

We're highly- rated on Glassdoor

Capgemini Research Institute ranked #1

Our gender balance initiatives

Our global client stories

Dear SANJAY BITRA,

At Capgemini, we work with the world's 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. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. 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 accepting the Letter of Intent.

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 May 08, 2022 08:30 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

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- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (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)

*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 :

- Marksheets 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

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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Capgemini

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COLLEGE OF ENGINEERING

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

Superset ID: 1448026

Letter of Intent ("LOI")

Dear SANJAY BITRA,

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

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

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

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

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

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

It is very essential that you effectively leverage this platform to complete the courses and clear

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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COLLEGE OF ENGINEERING

This is a system generated document and does not need a signature

ANNEXURE 1

SANJAY BITRA
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Jan-2022

Ms. K shabana parveen
43/21,Ayyapa Chetty Street
Mannady
Chennai-600001

Dear Shabana,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3/- Lakhs per annum** (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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COLLEGE OF ENGINEERING

AVASOFT
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Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

(iv) If the employee engages in defaming the company or the management, he/she is entitled to pay the training cost of Rs.1.5 Lakhs at a minimum or any other damages that the company might decide based upon the gravity of the offence.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(v) If the employee is engaged in any violation of company policy leading to termination, during the service agreement he/she will be entitled to pay the training cost of Rs.1.5 Lakhs.

(vi) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(vii) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(viii) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(ix) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(x) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

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COLLEGE OF ENGINEERING

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Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

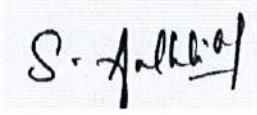
Dispute

Any dispute that arises between parties will be decided by the Court of Law having having Jusrisdiction where the company situates.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on .

Sincerely,



Anthea Vicky

Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**K shabana parveen**	
Designation	**Trainee Engineer**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	**700**	**8400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**25000**	**300000**

For AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

K shabana parveen

Trainee Engineer

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Syed Mohamed Dhanish M R (B.Tech (IT))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear A.GOWTHAM(B.Tech(IT))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

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- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ELECTRONICS & COMMUNICATION ENGINEERING

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No.1148, I-Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

May 13, 2022

OFFER LETTER

(Strictly confidential)

Abdul Hameed,
No : 4/7,
Mukthurunisha Begum Street,
5th Lane,
Chennai - 600 002.

Dear Abdul Hameed,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Application Support** in our Organization.

You will be on probation for a period of three months and your remuneration would be **INR 18,000/-** (Rupees Eighteen thousand) Gross per Month. Your employment will be confirmed based on your performance by the end of probation period.

You will be required to execute a Service Agreement as undertaking to serve the Management for a period of two years from the date of joining.

The following supporting documents should be submitted in person to the HR Department.

1) Xerox copy of 10th, Intermediate / Diploma & last semester mark sheet.
2) 4 passport size & 2 stamp size photograph
3) Xerox copy of ID & Address proof (Aadhar and PAN card)

Must carry the original documents of above for verification.

Yours Sincerely,

Director : Rajalakshmi Kanakaraj

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Jasmin Infotech Pvt. Ltd.

15-06-2022
Chennai 600 100

Ms. Afrin Fathima
Aalim Muhammed Salegh College of Engineering

Dear Afrin Fathima,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.

2. Date of joining will be by **18 July 2022.** Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A

3. Kindly confirm your acceptance of this offer through mail. 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.

4. A detailed Appointment letter shall be drawn up and signed after you join our organization.

5. You will be governed by the rules and regulations as applicable to your category of employees.

6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.

7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.

8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.

10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.

12. 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.

13. Your association with us will be subject to a background check in line with our Back ground verification policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

    If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Jasmin Infotech Pvt. Ltd.

ANNEXURE – A

Name : Afrin Fathima
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
Fixed pay	30001	360006
Variable Pay	1250	15000
CTC	31251	375006

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	**375000**

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Capgemini

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

Superset ID: 1609677

Letter of Intent ("LOI")

Dear Al Thowheed B,

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

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

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

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

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

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

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1609677**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1609677**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1609677**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ANNEXURE 1

Al Thowheed B
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Gmail amsengg placement <amsenggplacement@gmail.com>

Fwd: Offer Letter 2022

2 messages

Ravikumar Raju <raviams@gmail.com> Wed, Aug 3, 2022 at 10:58 PM
To: amsenggplacement <amsenggplacement@gmail.com>

Kind Regards,
R.Ravikumar, MSW, MBA.,
Head- Training & Placement,
AMS Group of Educational Institutions,
Mutha Pudupet, IAF- Avadi,
Chennai-6000 55.
Mob: 99400 86735/ 98410 40239,

---------- Forwarded message ---------
From: **MITHRA AUTO ANCILLARIES** <mithraautoancillaries@gmail.com>
Date: Fri, Jun 17, 2022 at 1:08 PM
Subject: Offer Letter 2022
To: <raviams@gmail.com>
Cc: <karthikeyan@zeusgroups.com>, <selvamalar@zeusgroups.com>

Dear M.Arvind Kumar,

Please find the file attached for offer letter given .

Thanks & Regards
Vijayalakshmi Karthikeyan
Zeus Solutions
General Manager(Admin)
\

STUDENT OFFER LETEER - Copy.docx
16K

amsengg placement <amsenggplacement@gmail.com> Wed, Aug 3, 2022 at 11:16 PM
To: kalimabenazir.p@aalimec.ac.in

[Quoted text hidden]

STUDENT OFFER LETEER - Copy.docx
16K

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Date:17/6/2022

OFFER / APPOINTMENT LETTER

Dear M.Arvind Kumar

Congratulations!

With reference to your performance and interview you had with us on 3/5/22 we are pleased to offer you the position of Technical Assistant and your CTC(Gross+PF) would be would be 1,68,000 (one lakh sixty eight thousand only) per annum.

As you agreed for one year bond for employmentyou are requested to submitt the following documents at the time of Joining:

I. Educational Qualification Certificates
   a) Degree certificate
   b) Higher secondary school certificate.

2Copy of Address Proof

You are also requested to sign one year bond for

Employment and submit the above documents to support the bond.

Treat this letter as appointment letter and we request you to join on 18th July 2022.

Sincerely Yours,

Zeus Solutions,

Vijayalakshmi Karthikeyan

General Manager(Admin)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

. . . solutions at your fingertips.
mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229
TIN. NO : 33460948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

03-Mar-2022

Dear Arfath Ali S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for **mcAMDOIS Tech Solutions Private Limited**

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

. . . solutions at your fingertips.
mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229
TIN. NO : 33460948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

03-Mar-2022

Dear Mohamed Fardeen S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for **mcAMDOIS Tech Solutions Private Limited**

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Arshiya Z (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Speridian
TECHNOLOGIES

Date: 29th May 2022

Farheen Anjum B

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

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Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

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Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Faritha Banu K (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Hakkim Arsath M(B.E. (ECE))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20218326691/Chennai
Date: 03/11/2021

Ms. Haleema Humaira Sulaiman
3rd Floor No.13Umpherson St,,
Broadway,
Chennai-600108,
Tamilnadu.
Tel# 91-9841073994

Dear Haleema Humaira Sulaiman,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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

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COLLEGE OF ENGINEERING

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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Haleema Humaira Sulaiman**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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Position: 47

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Jauhar fathima B (B.E. (ECE))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th, 12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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PCL XL error

Error: MissingData

Operator: ReadImage

Position: 47

Jasmin Infotech Pvt. Ltd.

12-07-2022
Chennai 600 100

Ms. Kreethika .V
Aalim Muhammed Salegh College of Engineering

Dear Kreethika .V,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.

2. Date of joining will be by **18 July 2022.** Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A

3. Kindly confirm your acceptance of this offer through mail. 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.

4. A detailed Appointment letter shall be drawn up and signed after you join our organization.

5. You will be governed by the rules and regulations as applicable to your category of employees.

6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.

7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.

8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

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9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above ~~in the first attempt~~ in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.

10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.

12. 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.

13. Your association with us will be subject to a background check in line with our Back ground verification policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

    If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

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15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

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Jasmin Infotech Pvt. Ltd.

ANNEXURE – A

Name : Kreethika .V
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
Fixed pay	30001	360006
Variable Pay	1250	15000
CTC	31251	375006

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	**375000**

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohamed Assain M (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohamed Fazil S (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear MOHAMED HAJA PARVEZ S (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Date: 22-Dec-21

Dear Mohamed Safeek P,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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COLLEGE OF ENGINEERING

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **3 business days** else, this Offer letter stands void.

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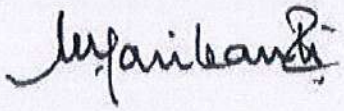
The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	**<<Name>>**			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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COLLEGE OF ENGINEERING

HRD/3T/1003247584/22-23

June 24, 2022

Mr. Mohammed Aaqib
No.5/696
134Th Street Muthamizh Nagar
Chennai.-600118
India

Ph: +91-9360357289

Dear Mohammed,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 17:32:02 IST
Reason: Digitally Signed
Location: Bangalore

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

Company Confidential - This communication is confidential between you and Infosys Limited

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COLLEGE OF ENGINEERING

Navigate your next

June 24, 2022

HRD/1003247584/22-23

Mr. Mohammed Aaqib
No.5/696
134Th Street Muthamizh Nagar
Chennai.-600118
India

Ph: +91-9360357289

Dear Mohammed,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **08-Aug-2022.**

Location

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

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

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Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

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Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

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National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

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Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 17:32:02 IST
Reason: Digitally Signed
Location: Bangalore

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

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohammed Aaqib**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22[illegible]3**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohammed Aaqib**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
ONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
AINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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Acknowledged by muhammadjunaid8875@gmail.com (Mohammed Junaid on 5/27/2022 4:20:13 AM)

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Mohammed Junaid
4th Block, No.1316
Chennai
600037
IN

Dear Mohammed,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **ML Data Associate-I . Chennai**

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **18-Jul-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

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further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **ML Data Associate-I.** Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

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requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Chennai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your gross salary will be Rs. 254,100 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

6.2 Your Base Salary is inclusive of both, the employer's and employee's provident fund contributions. Your salary will compensate you for all hours worked.

6.3 Your salary will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.4 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

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7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

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(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered,

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developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

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9.2 Confidentiality Obligations:

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

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10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as

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may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

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11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;

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(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

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17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

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19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19.7 You will abide by the terms and conditions contained in the Telecommuting Policy, Outage Policy, Safety Checklist and Amazon's Owner's Manual during your employment with Amazon India

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20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall

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be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

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29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 9, 10, 12, 14, 21, 22, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

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amazon | Development Centre India

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:ZUBAIR CHISHTI
Date: 2022.05.26 23:05:23 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear MOHAMMED MUKBHIL HUDHA A (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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Gmail amsengg placement <amsenggplacement@gmail.com>

Fwd: Mphasis_Letter of Intent!

1 message

Mohammed Rasul A <rasulkader1729@outlook.com> Thu, Oct 28, 2021 at 3:31 PM
To: "amsenggplacement@gmail.com" <amsenggplacement@gmail.com>

Get Outlook for Android

From: Mphasis - Campus Hiring <campushires@mphasis.com>
Sent: Thursday, October 28, 2021 1:44:49 PM
To: rasulkader1729@outlook.com <rasulkader1729@outlook.com>
Cc: r.ravikumar@aalimec.ac.in <r.ravikumar@aalimec.ac.in>
Subject: Mphasis_Letter of Intent!

Ref.No- MPHTH_CD2022-2077

Dear Mohammed Rasul A,

College Name: **Aalim Muhammed Salegh College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

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As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

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Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

APPOINTMENT LETTER

April 29, 2022

Dear Mohammed Thabraz,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

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may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

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COLLEGE OF ENGINEERING

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

PRINCIPAL
SHAIKH ZAYED SALEGH
COLLEGE OF ENGINEERING

I Mohammed Thabraz, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mohammed Thabraz

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

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COLLEGE OF ENGINEERING

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

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& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Mohammed Thabraz 29/4/2022 4:00 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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W :wipro.com
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24479013

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohd.Irfan khan Z (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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COLLEGE OF ENGINEERING

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
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Registered Office:
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Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

2069362 / ELTP-CAMPUS / 2022 **21-Jun-2022**

Subject: Letter of Intent

Dear Sathiya,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- You will be under **probation for a period of 3 (Three) months** from the date of joining.
- You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.
- You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

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Registered Office:
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www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **19-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	**312206**
Additional Benefits....(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ------(A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. **(*)** Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **INR 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Offer: Computer Consultancy
Ref: TCSL/DT20218102579/Chennai
Date: 04/11/2021

Mr. Shaik Abdul Kader S
125/30 - Aliyar Street,
Kayalpattinam,
Tuticorin-628204,
Tamilnadu.
Tel# -

Dear Shaik Abdul Kader S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

PRINCIPAL
ALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

Withdrawal of Offer

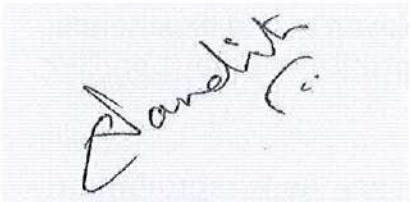
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Shaik Abdul Kader S**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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Jasmin Infotech Pvt. Ltd.

15-06-2022
Chennai 600 100

Mr. Syed Mohammed
Aalim Muhammed Salegh College of Engineering

Dear Syed Mohammed,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.

2. Date of joining will be by **18 July 2022.** Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A

3. Kindly confirm your acceptance of this offer through mail. 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.

4. A detailed Appointment letter shall be drawn up and signed after you join our organization.

5. You will be governed by the rules and regulations as applicable to your category of employees.

6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.

7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.

8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

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9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.

10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.

12. 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.

13. Your association with us will be subject to a background check in line with our Back ground verification policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

    If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

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15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

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COLLEGE OF ENGINEERING

Jasmin Infotech Pvt. Ltd.

ANNEXURE – A

Name : Syed Mohammed
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
Fixed pay	30001	360006
Variable Pay	1250	15000
CTC	31251	375006

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	**375000**

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear THABEEB MOHAMED BURVEZ M (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
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COLLEGE OF ENGINEERING

GI TECH I GAME INDIA PRIVATE LIMITED
32/20, G V Complex, Railway Colony, 3rd Street
Ambujkarai, Chennai - 600 029.
Web : www.gitechgames.com
CIN : U72900TN2006PTC059277

Date: 27th September 2022

Mr. Bhasheeth,
No.53/26, Bharathipuram Main Street,
Shenoy Nagar, Chennai – 600030.

Dear Bhasheeth,

Sub: Letter of Offer and Terms of Employment

Thank you for exploring career opportunities with **GI Tech I Game India Private Limited.** 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, relevant work experience and performance in the selection process. You have been selected to the position of **"System Engineer - Trainee"** at **GI Tech I Game India Private Limited,** posted for **Chennai.**

Your CTC including all benefits will be **Rs. 1,76,520/- per annum (Rupees One Lakh Seventy Six Thousand Five Hundred and Twenty Only)** The Details of computation are as per Annexure A.

Kindly confirm your acceptance of this offer by proposing your date of joining and by returning the duly signed second copy of this document (you can also convey your acceptance through email. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of **GI Tech I Game India Private Limited.** You may handover your acceptance letter to the HR Department within the specified period of 7 days.
On joining and successful completion of joining formalities, you will be issued a letter of Appointment by **GI Tech I Game India Private Limited.**

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.
Yours truly,

For GI Tech I Game India Private Limited,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Authorized signatory

I **Bhasheeth** , here by declares that I have read and understood the above mentioned and also accept the offer of employment.
Sign:

Date:

GI TECH I GAME INDIA PRIVATE LIMITED
32/20, G V Complex, Railway Colony, 3rd Street
Ambijkaral, Chennai - 600 029.
Web : www.gitechgames.com
CIN : U72900TN2006PTC059277

ANNEXURE A		
SALARY STRUCTURE		
Your remuneration shall be paid to you under the following heads		
Name : Bhasheeth	**Salary**	
Designation : "System Engineer - Trainee"	**Per Month**	**Per Annum**
Basic	7,991	95,892
HRA	3,996	47,952
City Compensatory Allowance	1,331	15,972
Statutory Bonus	-	-
Training Allowance	-	-
Special Allowance	-	-
Gross	**13,318**	**1,59,816**
PF (Employer Contribution)	959	11,508
ESI (Employer Contribution)	433	5,196
PF (Employee Contribution)	959	11,508
ESI (Employee Contribution)	100	1,200
Staff Welfare Fund	50	600
Prof. Tax	209	2,508
Net Income	**12,000**	**1,44,000**
Cost to The Company	**14,710**	**1,76,520**
Income Tax as applicable will be deducted		

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear DHAWOODH KHAN H (BE(ECE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

Speridian
TECHNOLOGIES

Date: 29th May 2022

Farhan Mohammed B

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000/-** per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

© Speridian | All Rights Reserved.
Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

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Speridian TECHNOLOGIES

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

Vivek Nair
Speridian Technologies Pvt. Ltd.

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COLLEGE OF ENGINEERING

© Speridian | All Rights Reserved.
Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

Date: 22-Dec-21

Dear Murali Krishna,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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COLLEGE OF ENGINEERING

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career@**csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name MURALI KRISHNA Date 24.12.2021

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

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COLLEGE OF ENGINEERING

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,31[illegible]
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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COLLEGE OF ENGINEERING

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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ELECTRICAL & ELECTRONICS ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Ahamed ijaz K (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear FAIZ AHMED H (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

Fayaz Ahmed I
Chennai

Subject: **LETTER OF OFFER**

Dear Fayaz Ahmed I,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Fayaz Ahmed I	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:6-March-2022

Dear Ghouse Mohideen (EEE),

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Imran Ahmed J (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
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Yours sincerely,
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

IRSATH AHAMED M
Chennai

Subject: **LETTER OF OFFER**

Dear Irsath Ahamed M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Irsath Ahamed M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

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COLLEGE OF ENGINEERING

Justdial

18-05-2022

Irshad Ahamed A R
Chennai

Subject: **LETTER OF OFFER**

Dear Irshad ahamed A R,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai.**
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Irshad Ahamed A R	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20218467279/Chennai
Date: 03/11/2021

Ms. Mariam Jereen A R
7/12Indhira Nagar,
Pattur,
Chennai-600122,
Tamil Nadu.
Tel# 91-8925749060

Dear Mariam Jereen A R,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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COLLEGE OF ENGINEERING

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

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

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

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

2. **Pre requisites for Joining**

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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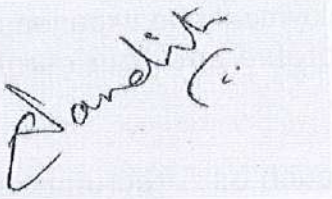
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Mariam Jereen A R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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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.

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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.

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4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Justdial

18-05-2022

Mohamed Fashith S
Chennai

Subject: **LETTER OF OFFER**

Dear Mohamed Fashith S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:.

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

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Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Fashith S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,

For Just Dial Limited

Madhulika

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh

Regional Head - Human Resources

Justdial™

18-05-2022

Mohamed Hammed Askar S A
Chennai

Subject: **LETTER OF OFFER**

Dear Mohamed Hameed Askar S A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Hameed Askar S A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

Mohamed Imsath
Chennai

Subject: **LETTER OF OFFER**

Dear Mohamed Imsath

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Imsath	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

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AVALON TECHNOLOGIES PRIVATE LIMITED

Your global manufacturing partner

CONFIDENTIAL

Date: 18 MARCH 2022

To

Name : MOHAMED ISAQ. H

Reg No :

College : ASM COLLEGE OF ENGG

Dear MOHAMED ISAQ.

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successfull completion of Graduation)under GET Scheme at Avalon Group which spans through a period of 3 years.Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For **Avalon Technologies Pvt Ltd**

Michael Raj A
General Manager – HR (Group)

ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER

Date of Joining:

Signature:

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COLLEGE OF ENGINEERING

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16th Dec, 2022

Personal & Confidential

Mr. S Mohamed Seyed Riazkhan,

S/o. Mr.Shahul Ameed,

No. 6a, Kulakarai 1st Street, Pullyambedu,

Thiruverkadu, Ayapakkam,

Tiruvallur, Chennai - 600077,

Tamil Nadu.

Sub: - **Letter of Appointment**

With reference to the discussion, we had with you, we are pleased to appoint you as **Graduate Engineer Trainee** in our factory at Guduvancherry under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from **16th Dec, 2022**

2. Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your Compensation package includes an annual Salary of Rs. **3,31,200/-** subject to deduction of Tax at source.

3. Place of work

Your initial employment location will be in Guduvancherry near Chennai. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. Working Hours

The shift timings will be based on process / program requirement as and when explained.

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5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of a Graduate Engineer Trainee, as more particularly laid out in the job description for this position. You will report directly to the manager nominated by the management.

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6. Probation, Confirmation & Termination

1) You will be on probation for a period of 6 (Six) months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

2.1. During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 7 days prior notice and without assigning any reason. An Employee is bound to provide the company with 7 days' notice during which period he / she may have to actually work. If the employee leaves without the notice period, then the salary for the notice period will be deducted from the dues, payable to the employee.

2.2. Upon confirmation your services are liable to be terminated by the company after providing you one month notice or payment of basic salary in lieu thereof You shall also be bound to provide the company with one month notice prior to Resignation during which period you may have to actually work. If the employee leaves without the notice period, then the salary for the notice period will be deducted from the dues, payable to the employee.

2.3. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

2.4. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- You commit any breach of your duties and responsibilities under this contract of service.
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of clause 8 of this appointment letter.

7. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

1) Return to work within 3 days from the commencement of such absence, and
2) Provide satisfactory explanation to management regarding such absence.

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- The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;

- This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Indian Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.

- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;

- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities;

- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.

- The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

10. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 60 years.

11. Date of Joining

At the time of joining please submit the following documents:

a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
b) Original Academic Certificates (all from 10th to Highest)
c) Original Resignation Letter with acknowledgement
d) Relieving letter from previous employer (Original)
e) Proof of compensation last drawn (3 Months - Original)
f) Six passport size photographs (Recent)
g) Copy of your AADHAR Card & PAN Card

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8. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

9. Employment Regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;

- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.

- You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of
  Such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above;

- You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;

- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization

- During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;

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13. Acceptance

- Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

- If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association

Yours faithfully

For PNEUMATIC VACUUM ELEVATORS AND LIFTS - INDIA PVT LTD.,

NOOR MOHAMED

DIRECTOR & COO

I accept the appointment on the terms and conditions contained herein and will report for duty on 16.12.2022

Signature: S. MD Seyed Riadhan

Name: S MOHAMED SEYED RIAZKHAN

Date: 16/12/2022

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12. Salary Structure:

S.no.	Description	Monthly	Annual
1	Salary (Basic + DA)	12,000	1,44,000
2	House Rent Allowance	8,000	96,000
3	Traveling Allowance	2,000	24,000
4	Medical Allowance	1,500	18,000
5	Special Allowance	500	6,000
	Gross Earnings – Net take home	**24,000**	**2,88,000**
6	EPF *	3,600	43,200
7	ESI / Medical Insurance**	0	0
8	Gratuity	0	0
9	Bonus ***	***	***
	Total	3,600	43,200
	CTC	**27,600**	**3,31,200**

* **EPF ESI:** Company's contribution will be applicable from the date of Applicability of the Scheme/Act to the establishment.

** Medical Insurance

*** **Bonus:** Subject to the Payment of Bonus Act.

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Date: 22-Dec-21

Dear Mohammed Ahmadullah ,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career**@csscorp.com** before **2 business days** else, this Offer letter stands void.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

April 11th, 2022

Mr.Mohamed Aashiq S A,
No.132/20, Rajasekaran Lane,Ismail Ground
Triplicane,
Chennai –600 005..

Sub: Offer of Appointment – Digital Marketing - Associate

It was a pleasure discussing career opportunities for you at **iTrend Solution**. We are very pleased to extend to you an offer of employment with iTrend Solution as **"Digital Marketing - Associate"**, based out of our ***Chennai*** office.

You will be compensated **Rs.1,80,000 (Rupees One lakh Eighty Thousand only) per annum,** for work performed. Please read and review these documents carefully.

As an employee of **iTrend,** you will be guided by the rules and regulations of the Company. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your supervisor.

Yasar, we are confident that **iTrend** will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment and have opportunities for continuous learning and development.

This offer of appointment is issued in duplicate. If the offer is acceptable to you, please sign all pages of the offer and return to us one copy, immediately, as token of your acceptance. It is important that you join us at the earliest as your presence and participation is required in a key program that contributes to the success of **iTrend** as well as your career growth in this rapidly growing organization. We look forward to you joining us on **13/Apr/2022.**

We are extremely excited about having you on our team and look forward to seeing you soon.

Please note that your salary and terms of employment are confidential in nature. You will not discuss this with anyone other than your close family members, tax / legal consultants for tax planning purpose and your immediate supervisor and above within **iTrend** on a need-to-know basis. You can reveal the same for any statutory purposes, if warranted.

Best wishes,

Vishnu Priya A.

HR Department
iTrend Solution

I Accept: _____ **Date:**

iTrend Solution
Corporate Office - No. 13-14 Maple Garden, Indirapriyadarsini Road,
Near Indian Bank, Perumbakkam, Chennai - 600100.

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OTHER REGULAR TERMS AND CONDITIONS:

1. You will be on probationary appointment for a period of Three months from the date of joining. During this period, your on-the-job performance will be assessed by your reporting manager and necessary feedback given to you for improvement. In the event your performance on-the-job is wanting, the probationary period may be extended by another lap of three months. Alternatively, your services will be dispensed with.

2. Increments will entirely depend upon your performance of your first 3 months period as assessed by the management and it will process as per the increment cycle.

3. During the period of your employment with the Company you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.

4. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company.

5. You shall not divulge any confidential information of or violate any agreement with your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge. You will sign a Confidentiality Agreement with the Company that will be provided to you at the time of joining of the company.

6. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director.

7. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction

8. Should you desire to leave the Company's service during your probationary period, you may do so by giving a written resignation letter to your manager and by serving 45 days of notice period. You can leave the Company's service upon completing the 45days of notice period that will commence immediately after serving the resignation letter.

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9. Should you desire to leave the Company's service at any time and for any reason after the completion of your probationary period, you will be required to give 2 calendar months' notice, if applicable. On receipt of such notice, management can advance the effective date of termination of service at its discretion.

10. You are required to take prior permission from management if absent for more than one day. The grant of leave will be according to exigencies of circumstances.

Agreed to and accepted with the intent to be legally bound.

_____

Signature of Candidate

Date: _____

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Date: 22-Dec-21

Dear Rahamathulla A,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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COLLEGE OF ENGINEERING

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, campus.career@**csscorp.com** before **3 business days** else, this Offer letter stands void.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
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Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear SATHAM HUSSAIN N (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

April 11th, 2022

Mr.Seyed Mohammed Buhari,
No. 121/43, Deevu Street,
Kayalpattinam

Sub: Offer of Appointment – Digital Marketing - Associate

It was a pleasure discussing career opportunities for you at **iTrend Solution**. We are very pleased to extend to you an offer of employment with iTrend Solution as **"Digital Marketing - Associate"**, based out of our ***Chennai*** office.

You will be compensated **Rs.1,80,000 (Rupees One lakh Eighty Thousand only) per annum,** for work performed. Please read and review these documents carefully.

As an employee of **iTrend,** you will be guided by the rules and regulations of the Company. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your supervisor.

Yasar, we are confident that **iTrend** will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment and have opportunities for continuous learning and development.

This offer of appointment is issued in duplicate. If the offer is acceptable to you, please sign all pages of the offer and return to us one copy, immediately, as token of your acceptance. It is important that you join us at the earliest as your presence and participation is required in a key program that contributes to the success of **iTrend** as well as your career growth in this rapidly growing organization. We look forward to you joining us on **13/Apr/2022.**

We are extremely excited about having you on our team and look forward to seeing you soon.

Please note that your salary and terms of employment are confidential in nature. You will not discuss this with anyone other than your close family members, tax / legal consultants for tax planning purpose and your immediate supervisor and above within **iTrend** on a need-to-know basis. You can reveal the same for any statutory purposes, if warranted.

Best wishes,

Vishnu Priya A.

HR Department
iTrend Solution

I Accept: _____ **Date:**

iTrend Solution
Corporate Office - No. 13-14 Maple Garden, Indirapriyadarsini Road,
Near Indian Bank, Perumbakkam, Chennai - 600100.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

OTHER REGULAR TERMS AND CONDITIONS:

1. You will be on probationary appointment for a period of Three months from the date of joining. During this period, your on-the-job performance will be assessed by your reporting manager and necessary feedback given to you for improvement. In the event your performance on-the-job is wanting, the probationary period may be extended by another lap of three months. Alternatively, your services will be dispensed with.

2. Increments will entirely depend upon your performance of your first 3 months period as assessed by the management and it will process as per the increment cycle.

3. During the period of your employment with the Company you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.

4. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company.

5. You shall not divulge any confidential information of or violate any agreement with your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge. You will sign a Confidentiality Agreement with the Company that will be provided to you at the time of joining of the company.

6. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director.

7. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction

8. Should you desire to leave the Company's service during your probationary period, you may do so by giving a written resignation letter to your manager and by serving 45 days of notice period. You can leave the Company's service upon completing the 45days of notice period that will commence immediately after serving the resignation letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

9. Should you desire to leave the Company's service at any time and for any reason after the completion of your probationary period, you will be required to give 2 calendar months' notice, if applicable. On receipt of such notice, management can advance the effective date of termination of service at its discretion.

10. You are required to take prior permission from management if absent for more than one day. The grant of leave will be according to exigencies of circumstances.

Agreed to and accepted with the intent to be legally bound.

_____ **Date:** _____

Signature of Candidate

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear SYED NISHATH AHAMED N (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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8th Dec, 2022

Personal & Confidential

Mr. Vahab Khan N,
S/o. Mr.Nasar Khan,
No. 1076, 23rd Cross Street, T.P Chatram,
Shenoy Nagar, Chennai - 600030,
Tamil Nadu.

Sub: - Letter of Appointment

With reference to the discussion, we had with you, we are pleased to appoint you as Graduate Engineer Trainee in our factory at Guduvancherry under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from 8th Dec, 2022

2. Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your Compensation package includes an annual Salary of Rs. **3,31,200/-** subject to deduction of Tax at source.

3. Place of work

Your initial employment location will be in Guduvancherry near Chennai. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. Working Hours

The shift timings will be based on process / program requirement as and when explained.

5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of a Graduate Engineer Trainee, as more particularly laid out in the job description for this position. You will report directly to the manager nominated by the management.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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6. Probation, Confirmation & Termination

1) You will be on probation for a period of 6 (Six) months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

2.1. During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 7 days prior notice and without assigning any reason. An Employee is bound to provide the company with 7 days' notice during which period he / she may have to actually work. If the employee leaves without the notice period, then the salary for the notice period will be deducted from the dues, payable to the employee.

2.2. Upon confirmation your services are liable to be terminated by the company after providing you one month notice or payment of basic salary in lieu thereof You shall also be bound to provide the company with one month notice prior to Resignation during which period you may have to actually work. If the employee leaves without the notice period, then the salary for the notice period will be deducted from the dues, payable to the employee.

2.3. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

2.4. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- You commit any breach of your duties and responsibilities under this contract of service.
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of clause 8 of this appointment letter.

7. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

1) *Return to work within 3 days from the commencement of such absence, and*
2) *Provide satisfactory explanation to management regarding such absence.*

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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8. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

9. Employment Regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;

- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.

- You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of
Such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above;

- You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;

- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

- During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;

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- The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;

- This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Indian Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.

- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;

- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities;

- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.

- The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

10. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 60 years.

11. Date of Joining

At the time of joining please submit the following documents:

a) Proof of compensation last drawn Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
b) Original Academic Certificates (all from 10th to Highest)
c) Original Resignation Letter with acknowledgement
d) Relieving letter from previous employer (Original)
e) Proof of compensation last drawn (3 Months - Original)
f) Six passport size photographs (Recent)
g) Copy of your AADHAR Card & PAN Card

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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12. Salary Structure:

S.no.	Description	Monthly	Annual
1	Salary (Basic + DA)	12,000	1,44,000
2	House Rent Allowance	8,000	96,000
3	Traveling Allowance	2,000	24,000
4	Medical Allowance	1,500	18,000
5	Special Allowance	500	6,000
	Gross Earnings – Net take home	**24,000**	**2,88,000**
6	EPF *	3,600	43,200
7	ESI / Medical Insurance**	0	0
8	Gratuity	0	0
9	Bonus ***	***	***
	Total	3,600	43,200
	CTC	**27,600**	**3,31,200**

* **EPF ESI:** Company's contribution will be applicable from the date of Applicability of the Scheme/Act to the establishment.

*** Medical Insurance

*** **Bonus:** Subject to the Payment of Bonus Act.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

April 11th, 2022

Mr.Yogesh V,
No.22, F3 Chidambaram Apartments
Muthapudupettai, Avadi,
Chennai – 600 055..

Sub: Offer of Appointment – Digital Marketing - Associate

It was a pleasure discussing career opportunities for you at **iTrend Solution**. We are very pleased to extend to you an offer of employment with iTrend Solution as **"Digital Marketing - Associate"**, based out of our ***Chennai*** office.

You will be compensated **Rs.1,80,000 (Rupees One lakh Eighty Thousand only) per annum,** for work performed. Please read and review these documents carefully.

As an employee of **iTrend,** you will be guided by the rules and regulations of the Company. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your supervisor.

Yasar, we are confident that **iTrend** will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment and have opportunities for continuous learning and development.

This offer of appointment is issued in duplicate. If the offer is acceptable to you, please sign all pages of the offer and return to us one copy, immediately, as token of your acceptance. It is important that you join us at the earliest as your presence and participation is required in a key program that contributes to the success of **iTrend** as well as your career growth in this rapidly growing organization. We look forward to you joining us on **13/Apr/2022.**

We are extremely excited about having you on our team and look forward to seeing you soon.

Please note that your salary and terms of employment are confidential in nature. You will not discuss this with anyone other than your close family members, tax / legal consultants for tax planning purpose and your immediate supervisor and above within **iTrend** on a need-to-know basis. You can reveal the same for any statutory purposes, if warranted.

Best wishes,

Vishnu Priya A.

HR Department
iTrend Solution

I Accept: _____ **Date:**

iTrend Solution
Corporate Office - No. 13-14 Maple Garden, Indirapriyadarsini Road,
Near Indian Bank, Perumbakkam, Chennai - 600100.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

OTHER REGULAR TERMS AND CONDITIONS:

1. You will be on probationary appointment for a period of Three months from the date of joining. During this period, your on-the-job performance will be assessed by your reporting manager and necessary feedback given to you for improvement. In the event your performance on-the-job is wanting, the probationary period may be extended by another lap of three months. Alternatively, your services will be dispensed with.

2. Increments will entirely depend upon your performance of your first 3 months period as assessed by the management and it will process as per the increment cycle.

3. During the period of your employment with the Company you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.

4. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company.

5. You shall not divulge any confidential information of or violate any agreement with your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge. You will sign a Confidentiality Agreement with the Company that will be provided to you at the time of joining of the company.

6. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director.

7. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction

8. Should you desire to leave the Company's service during your probationary period, you may do so by giving a written resignation letter to your manager and by serving 45 days of notice period. You can leave the Company's service upon completing the 45days of notice period that will commence immediately after serving the resignation letter.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

9. Should you desire to leave the Company's service at any time and for any reason after the completion of your probationary period, you will be required to give 2 calendar months' notice, if applicable. On receipt of such notice, management can advance the effective date of termination of service at its discretion.

10. You are required to take prior permission from management if absent for more than one day. The grant of leave will be according to exigencies of circumstances.

Agreed to and accepted with the intent to be legally bound.

_____ **Date:** _____

Signature of Candidate

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Asif ahmed J (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063





AVALON TECHNOLOGIES PRIVATE LIMITED

Your global manufacturing partner

CONFIDENTIAL

Date: 15 MARCH 2022

To

Name : KUMARESAN. R

Reg No :

College : AMS COLLEGE OF ENGG.

Dear KUMARESAN.

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successfull completion of Graduation)under GET Scheme at Avalon Group which spans through a period of 3 years.Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For **Avalon Technologies Pvt Ltd**

Michael Raj A
General Manager – HR (Group)

ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER

Date of Joining:

Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear MOHAMED MANSOORA (BE(EEE))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

MECHANICAL ENGINEERING

BOSCH

*** Private & Confidential ***

Afzal Khan A
1/67, Muslim Street,
Manjoor, Paramakudi.
Ramanathapuram - 623707

Bosch Electrical Drives India Private Limited - (CIN:U31103TN2008PTC067493)
Plot No. A-20/2
SIPCOT Industrial Growth Centre
Oragadam - 602 105
Kanchipuram, Tamil Nadu
Tel +91(44)6741-0000
Fax +91(44)6741-0017

8 July 2022

HRL

Graduate (Engineering) Apprenticeship Program - 2022

Dear Mr. Afzal Khan A

Please refer to the Personal Interview you had with us for the above program.

We are pleased to inform you, that you have been selected for the position of Graduate Apprentice Program in our Company (Location: Oragadam Plant). The Training Program starts with effect from 18.07.2022 and shall end on 17.07.2023.

The duration of the training will be one year from the date of your reporting for training as Stipulated above.

1. During the training period, you will be paid a consolidated stipend and will be entitled to certain allowances/benefits as detailed below:

Sl.No	Particulars	INR Per annum
1.1	Consolidated Stipend	172000/-
1.2	Supplementary Allowance	225433/-
1.3	Group Personal Accident Insurance	2567/-
	Total	**400000/-**

2. Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, other than what are mentioned above.

3. You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act, 1961, effective your date of joining.

4. Please note that you will have no right or claim for employment in the Company's Oragadam unit or in any other units of the Company, after completion of your Apprenticeship.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

5. Your engagement as "Graduate Apprenticeship" will automatically cease at the end of the stipulated period of your Apprenticeship as per this appointment letter.

6. You will be governed and shall abide by the Rules and Regulations of the Company in force from time to time.

7. This appointment letter is issued on the understanding that all the information given by you in the prescribed application form is correct, true and complete. If it is found at any time that the information given by you in the prescribed application form is not correct, not true or you have knowingly suppressed any information, the Company will have the right either to withdraw this letter before you commence your training with us or to terminate your training, at any time and without any notice or compensation, after you have taken up training with us.

8. This offer of appointment is provisional, subject to your being declared medically fit by Company's Medical Officer.

9. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 1960, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

10. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

11. Please report to us on 18.07.2022 at 8:00am. In case you do not report by 18.07.2022, this offer of ours shall stand withdrawn.

Yours faithfully,
for Bosch Electrical Drives India Private Limited,

(Deepanshu Dubey)
Managing Director

Deosthale R V
Senior General Manager
(Human Resources & Administration)

Encl : a/a

I accept the above terms and conditions.
Name: Afzal Khan A

Signature:

Dear Afzal Khan A,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

BOSCH

In addition to the terms and conditions, you are also required to bring **5 recent passport size and 1 stamp size colour photographs** and the following **original certificates** along with a **copy of the same**, on the day of your joining duty:

1. Proof of age (10th standard marks sheet).
2. All Educational qualification Marks Cards and certificates.
3. Acknowledged Copy of the appointment letter.
4. Bank Details and Pan card

On the day of joining, kindly report at 8.00 am at the following address and meet HRL1 to complete other formalities.

HRL Dept.

Bosch Electrical Drives India Private Limited
Plot No.A 20/2, Sipcot Industrial Growth Centre, Oragadam,
Sriperumbudur Taluk, Kancheepuram Dist. 602 105.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd Cross East Street, Metha Nagar, Kundrathur,
Chennai – 600 069, Tamil Nadu, INDIA
TELEPHONE: 91-9884009911, 91-8838664735
http://www.emaarvalves.in * E-mail: info@emaarvalves.in
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:EVC:PER/095/2021-2022
Chennai
10th Jan, 2022

Dear **Mr. AJIMEER T**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **2nd May 2022** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

EMAAR VALVES & CONTROLS

Gayathri. V

Sr. Human Resources

PRINCIPAL
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COLLEGE OF ENGINEERING

ANNEXURE

✓ We go further to make your dreams come true:

Value of EMAAR:

P R I D E

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

PRINCIPAL
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Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

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BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED
Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058
Telephone No. 080-45120791 Email: admin@bangalorestrategic.com
CIN: U72900KA2021PTC144439

Mr. Akash

7th October 2022

No. 15, Thiruvalluavar Street, ICF Colony,
Muthapudupet, Avadi, Chennai - 600055.

Subject: Appointment for post of Graduate Engineer Trainee - Purchase.

Dear Mr. Akash,

We are pleased to offer you, the position of Graduate Engineer Trainee - Purchase with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 7th October 2022.

2. Job title

Your job title will be Graduate Engineer Trainee - Purchase and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

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6. Leave/Holidays/Benefits

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

7. 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.

8. Company property

You will always maintain in good condition Company property, which may be entrusted 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.

9. 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.

10. Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

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.

PRINCIPAL
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COLLEGE OF ENGINEERING

10. 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.

11. Confidential Information

11. 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.

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 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.

At no time, will you remove any Confidential Information from the office without permission.

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.

PRINCIPAL
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COLLEGE OF ENGINEERING

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.

12. 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.

13. 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. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

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COLLEGE OF ENGINEERING

Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Mr. Akash

Designation: Graduate Engineer Trainee - Purchase.

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7th of every month.

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COLLEGE OF ENGINEERING

BOSCH

*** Private & Confidential ***

Hafeezullah Khan,
No.20/41, Ponnapa Mudali Street,
Purasaiwalkam,
Chennai - 600 084.

Bosch Electrical Drives India Private Limited - (CIN:U31103TN2008PTC067493)
Plot No. A-20/2
SIPCOT Industrial Growth Centre
Oragadam - 602 105
Kanchipuram, Tamil Nadu
Tel +91(44)6741-0000
Fax +91(44)6741-0017

8 July 2022

HRL

Graduate (Engineering) Apprenticeship Program - 2022

Dear Hafeezullah Khan,

Please refer to the Personal Interview you had with us for the above program.

We are pleased to inform you, that you have been selected for the position of Graduate Apprentice Program in our Company (Location: Oragadam Plant). The Training Program starts with effect from 18.07.2022 and shall end on 17.07.2023.

The duration of the training will be one year from the date of your reporting for training as Stipulated above.

1. During the training period, you will be paid a consolidated stipend and will be entitled to certain allowances/benefits as detailed below:

Sl.No	Particulars	INR Per annum
1.1	Consolidated Stipend	172000/-
1.2	Supplementary Allowance	225433/-
1.3	Group Personal Accident Insurance	2567/-
	Total	**400000/-**

2. Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, other than what are mentioned above.

3. You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act, 1961, effective your date of joining.

4. Please note that you will have no right or claim for employment in the Company's Oragadam unit or in any other units of the Company, after completion of your Apprenticeship.

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5. Your engagement as "Graduate Apprenticeship" will automatically cease at the end of the stipulated period of your Apprenticeship as per this appointment letter.

6. You will be governed and shall abide by the Rules and Regulations of the Company in force from time to time.

7. This appointment letter is issued on the understanding that all the information given by you in the prescribed application form is correct, true and complete. If it is found at any time that the information given by you in the prescribed application form is not correct, not true or you have knowingly suppressed any information, the Company will have the right either to withdraw this letter before you commence your training with us or to terminate your training, at any time and without any notice or compensation, after you have taken up training with us.

8. This offer of appointment is provisional, subject to your being declared medically fit by Company's Medical Officer.

9. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 1960, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

10. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

11. Please report to us on 18.07.2022 at 8:00am. In case you do not report by 18.07.2022, this offer of ours shall stand withdrawn.

Yours faithfully,
for Bosch Electrical Drives India Private Limited,

(Deepanshu Dubey)
Managing Director

Deosthale R V
Senior General Manager
(Human Resources & Administration)

Encl : a/a

I accept the above terms and conditions.

Name: Hafeezullah Khan

Signature:

Dear Hafeezullah Khan,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

BOSCH

In addition to the terms and conditions, you are also required to bring **5 recent passport size and 1 stamp size colour photographs** and the following **original certificates** along with a **copy of the same**, on the day of your joining duty:

1. Proof of age (10th standard marks sheet).
2. All Educational qualification Marks Cards and certificates.
3. Acknowledged Copy of the appointment letter.
4. Bank Details and Pan card

On the day of joining, kindly report at 8.00 am at the following address and meet HRL1 to complete other formalities.

HRL Dept.

Bosch Electrical Drives India Private Limited
Plot No.A 20/2, Sipcot Industrial Growth Centre, Oragadam,
Sriperumbudur Taluk, Kancheepuram Dist. 602 105.

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COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd Cross East Street, Metha Nagar, Kundrathur,
Chennai – 600 069, Tamil Nadu, INDIA
TELEPHONE: 91-9884009911, 91-8838664735
http://www.emaarvalves.in * E-mail: info@emaarvalves.in
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:EVC:PER/096/2021-2022
Chennai
10th Jan, 2022

Dear **Mr. MADHAN KUMAR S**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee"** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **2nd May 2022** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

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We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

EMAAR VALVES & CONTROLS

Gayathri. V

Sr. Human Resources

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ANNEXURE

✓ We go further to make your dreams come true:

Value of EMAAR:

P R I D E

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

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Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

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Offer: Computer Consultancy
Ref: TCSL/DT20218233160/Chennai
Date: 04/11/2021

Mr. Mahmooth Nafil Usman Ali
3/97Chinna Muslim Street,
Avoor , Valangaiman Taluk,
Thiruvarur District-612701,
Tamil Nadu.
Tel# -

Dear Mahmooth Nafil Usman Ali,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCSL/DT20218233160

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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COLLEGE OF ENGINEERING

3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under.this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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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 Â 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. Â 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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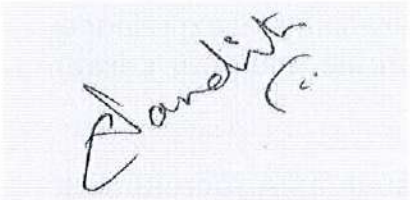
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	**Mahmooth Nafil Usman Ali**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE 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	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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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.

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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.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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COLLEGE OF ENGINEERING

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/001/2022-2023.

Date: 23-12-2022

EMPLOYMENT OFFER LETTER

Dear Mr. Mohamed Al Hafees,

With reference to your interview on 22-12-2022, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 18-01-2023.

Yours Truly,

Thanks & Regards,

GREEN COMFORTS HVAC SYSTEMS CHENNAI 600 129

S.Vasu

(Partner)

(06380119322)

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COLLEGE OF ENGINEERING

AURORA INSTITUTE & INSPECTION SERVICES
33 Mecha Layout, Masakalipalayam Road,
Peelamedu, Coimbatore-641004
Phone No. 0422-4220200 E-mail : aische@gmail.com

APPOINTMENT ORDER

Coimbatore
September 12, 2022

To.

Mr. S. Mohamed Hussian,
Kadermydeen Pallivasal Street,
Pettai Kadayanallur,
Tenkasi – 627 751.

Dear Mr.S.Mohamed Hussain,

Further to our letter of appointment we are pleased to confirm your services as NDT Engineer with effect from September, 12 2022 on the following terms and conditions.

1. **Salary & Benefits**
You will be paid the salary and benefits, the details of which are highlighted in Annexure-1 to this letter.
2. **Attendance**
It will be mandatory for you to go by the prescribed attendance system to maintain records related to your working hours. In event of your failure to compliance with the same you will be liable to proportionate deduction from your earnings and/or due disciplinary action.
3. **Exclusive Contract**
You will devote your whole time and attention exclusively to the duties entrusted to you and you will not engage yourself or work for any other person or company in any capacity whatsoever, not do any private business without obtaining previous permission from the company in writing.
4. **Secrecy**
You will not at any time without the consent in writing of the company during the term of your service with the company or after the termination of service by notice, discharge, or otherwise, make known or divulge in any manner whatsoever any information which while in the service of the company or of its parent or any subsidiary or associated companies, you have acquired as secret information concerning the technical processes, patents, transactions, finances or affairs of any of the aforementioned companies. In addition, you shall be bound by the decision of the company in regard to publications written or otherwise, of any work with which you

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AURORA INSTITUTE & INSPECTION SERVICES
33 Metha Layout, Masakalipalayam Road,
Peelamedu, Coimbatore-641004
Phone No. 0422-4220200 E-mail : aiische@gmail.com

may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill, which you have acquired in the services of the company or of its parent or any subsidiary or associated companies.

5. **Salary Review**
Your salary will be reviewed periodically as per the policy of the company. Your increments in the salary are discretionary and will be subject to and on the basis of effective performance and results during the period.

6. **Notice of Termination**
   a) *On your being confirmed in our service, in the event of termination of your services by the Management or resignation by you, either party will required to give 30 days' notice or salary in lieu of notice and either party is not bound to give reasons therefore.*
   b) *Upon the termination of your employment or resignation, you will return all papers and documents of the company which may at that time be in your possession relating to the business or affairs of the company or any of its associates and you will not retain any copies of extracts therefore. You will also return any property of the company in your possession.*

7. **Change in Address**
Any change in your residential address should be notified in writing forthwith to the company. All communications will be addressed to you on the last
Address notified by you and it will be presumed that you have received such communications addressed to you.

8. **Documentary Evidence**
You may be required to furnish documentary proof of the facts mentioned by you in your application form and non-compliance with such a demand or detection of any discrepancy therein shall render you liable to be removed from the service without any notice or pay in lieu thereof.

9. **General**
   a) *You shall diligently, faithfully and to the best of your ability serve the company, use your best endeavor to promote the interests of the company and perform all duties that may be entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill, experience which you possess to the entire satisfaction of the Management and work extra hours if job so requires.*
   b) *You agree to abide by the office / factory timings. Your timings of work will be fixed by the company from time to time.*
   c) *You will be governed and abide by the Company's service Rules and Regulations that are in force and will be introduced / amended from time to time.*
   d) *The service conditions mentioned in this letter such as appointment, confirmation, increment, transfers, etc. are not subject to any other amendments unless communicated by the undersigned or any other authorized officer from the head office, in writing.*

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Phone No. 0422-4220200 E-mail : aiische@gmail.com

e) *If your recruitment is through a consultant and you leave within a year then the service charges paid to the consultant will be recovered from your final settlement.*

If you are agreeable to accept the appointment on the above terms and conditions, please sign and return to us the attached copy of this letter in confirmation of your having read understood and accepted the employment on the above terms.

We welcome you to our organization and wish you all success.

Yours faithfully,
For **AURORA INSTITUTE & INSPECTION SERVICES,**

Praveen Jebasingh J
Quality Control Department - Head

I accept the appointment on all the above terms and conditions:

Signature : _____ *Date :* _____

Name : _____ *Place :* _____

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AURORA INSTITUTE & INSPECTION SERVICES
33 Metha Layout, Masakalipalayam Road,
Peelamedu, Coimbatore-641004
Phone No. 0422-4220200 E-mail : aiische@gmail.com

ANNEXURE – I

Name	:	Mr.S.Mohamed Hussain
Designation	:	NDT Engineer
Date Of Confirmation	:	September 12, 2022
Location	:	Coimbatore

Description	Per Month (INR)	Per Annum (INR)
Basic	12000.00	144000.00
Telephone	200.00	2400.00
ASNT Membership	----	4000.00
Petrol Allowance	----	-----
Incentives	Additional	
Total		150400.00

Note :

Incentives may vary depending on the duration & type of inspection

For **AURORA INSTITUTE & INSPECTION SERVICES,**

Praveen Jebasingh J
Quality Control Department - Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED
Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058
Telephone No. 080-45120791 Email: admin@bangalorestrategic.com
CIN: U72900KA2021PTC144439

7th October 2022

Mohamed Mujeeb S
No.12/10, Pattu Pannai Road,
Poolankudiyiruppu, Shenkottai - 627 813.

Subject: Appointment for post of Graduate Engineer Trainee - Purchase.

Dear Mr. Mohamed Mujeeb S,

We are pleased to offer you, the position of Graduate Engineer Trainee - Purchase with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 7th October 2022.

2. Job title

Your job title will be Graduate Engineer Trainee - Purchase and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

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6. Leave/Holidays/Benefits

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

7. 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.

8. Company property

You will always maintain in good condition Company property, which may be entrusted 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.

9. 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.

10. Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

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.

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10. 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.

11. Confidential Information

11. 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.

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 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.

At no time, will you remove any Confidential Information from the office without permission.

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.

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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.

12. 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.

13. 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. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Mr. Mohamed Mujeeb S

Designation: Graduate Engineer Trainee - Purchase.

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7th of every month.

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Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 22/04/22

Dear Mr. MOHAMED SHA KAJA JAVITH . M **Place: CHENNAI**

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

Shift Timings

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd Cross East Street, Metha Nagar, Kundrathur,
Chennai – 600 069, Tamil Nadu, INDIA
TELEPHONE: 91-9884009911, 91-8838664735
http://www.emaarvalves.in * E-mail: info@emaarvalves.in
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:EVC:PER/097/2021-2022
Chennai
10th Jan, 2022

Dear **Mr. MOHAMMED SUHAIL**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **2nd May 2022** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

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COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

EMAAR VALVES & CONTROLS

Gayathri. V

Sr. Human Resources

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ANNEXURE

✓ We go further to make your dreams come true:

Value of EMAAR:

P R I D E

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

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Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

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COLLEGE OF ENGINEERING

April 11th, 2022

Mr. Mohammed Aadhil,
No. 91/2, Thoppai Street,
Royapuram, Chennai – 600 013.

Sub: Offer of Appointment – Digital Marketing - Associate

It was a pleasure discussing career opportunities for you at **iTrend Solution**. We are very pleased to extend to you an offer of employment with iTrend Solution as **"Digital Marketing - Associate"**, based out of our ***Chennai*** office.

You will be compensated **Rs.1,80,000 (Rupees One lakh Eighty Thousand only) per annum,** for work performed. Please read and review these documents carefully.

As an employee of **iTrend,** you will be guided by the rules and regulations of the Company. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your supervisor.

Mohammed, we are confident that **iTrend** will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment and have opportunities for continuous learning and development.

This offer of appointment is issued in duplicate. If the offer is acceptable to you, please sign all pages of the offer and return to us one copy, immediately, as token of your acceptance. It is important that you join us at the earliest as your presence and participation is required in a key program that contributes to the success of **iTrend** as well as your career growth in this rapidly growing organization. We look forward to you joining us on **13/Apr/2022.**

We are extremely excited about having you on our team and look forward to seeing you soon.

Please note that your salary and terms of employment are confidential in nature. You will not discuss this with anyone other than your close family members, tax / legal consultants for tax planning purpose and your immediate supervisor and above within **iTrend** on a need-to-know basis. You can reveal the same for any statutory purposes, if warranted.

Best wishes,

Vishnu Priya A.

HR Department
iTrend Solution

I Accept: _____ **Date:**

iTrend Solution
Corporate Office - No. 13-14 Maple Garden, Indirapriyadarsini Road,
Near Indian Bank, Perumbakkam, Chennai - 600100.

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OTHER REGULAR TERMS AND CONDITIONS:

1. You will be on probationary appointment for a period of Three months from the date of joining. During this period, your on-the-job performance will be assessed by your reporting manager and necessary feedback given to you for improvement. In the event your performance on-the-job is wanting, the probationary period may be extended by another lap of three months. Alternatively, your services will be dispensed with.

2. Increments will entirely depend upon your performance of your first 3 months period as assessed by the management and it will process as per the increment cycle.

3. During the period of your employment with the Company you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.

4. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company.

5. You shall not divulge any confidential information of or violate any agreement with your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge. You will sign a Confidentiality Agreement with the Company that will be provided to you at the time of joining of the company.

6. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director.

7. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction

8. Should you desire to leave the Company's service during your probationary period, you may do so by giving a written resignation letter to your manager and by serving 45 days of notice period. You can leave the Company's service upon completing the 45days of notice period that will commence immediately after serving the resignation letter.

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9. Should you desire to leave the Company's service at any time and for any reason after the completion of your probationary period, you will be required to give 2 calendar months' notice, if applicable. On receipt of such notice, management can advance the effective date of termination of service at its discretion.

10. You are required to take prior permission from management if absent for more than one day. The grant of leave will be according to exigencies of circumstances.

Agreed to and accepted with the intent to be legally bound.

_____ **Date:** _____

Signature of Candidate

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COLLEGE OF ENGINEERING

BOSCH

* **Private & Confidential** *

Mohammed Bilal M
727/14,M.T.H Road,
Mannurpet,
Padi,
Chennai-50

Bosch Electrical Drives India Private Limited - (CIN:U31103TN2008PTC067493)
Plot No. A-20/2
SIPCOT Industrial Growth Centre
Oragadam - 602 105
Kanchipuram, Tamil Nadu
Tel +91(44)6741-0000
Fax +91(44)6741-0017

HRL

8 July 2022

Graduate (Engineering) Apprenticeship Program - 2022

Dear Mr. Mohammed Bilal,

Please refer to the Personal Interview you had with us for the above program.

We are pleased to inform you, that you have been selected for the position of Graduate Apprentice Program in our Company (Location: Oragadam Plant). The Training Program starts with effect from 18.07.2022 and shall end on 17.07.2023.

The duration of the training will be one year from the date of your reporting for training as Stipulated above.

1. During the training period, you will be paid a consolidated stipend and will be entitled to certain allowances/benefits as detailed below:

Sl.No	Particulars	INR Per annum
1.1	Consolidated Stipend	172000/-
1.2	Supplementary Allowance	225433/-
1.3	Group Personal Accident Insurance	2567/-
	Total	**400000/-**

2. Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, other than what are mentioned above.

3. You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act, 1961, effective your date of joining.

4. Please note that you will have no right or claim for employment in the Company's Oragadam unit or in any other units of the Company, after completion of your Apprenticeship.

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COLLEGE OF ENGINEERING

5. Your engagement as "Graduate Apprenticeship" will automatically cease at the end of the stipulated period of your Apprenticeship as per this appointment letter.

6. You will be governed and shall abide by the Rules and Regulations of the Company in force from time to time.

7. This appointment letter is issued on the understanding that all the information given by you in the prescribed application form is correct, true and complete. If it is found at any time that the information given by you in the prescribed application form is not correct, not true or you have knowingly suppressed any information, the Company will have the right either to withdraw this letter before you commence your training with us or to terminate your training, at any time and without any notice or compensation, after you have taken up training with us.

8. This offer of appointment is provisional, subject to your being declared medically fit by Company's Medical Officer.

9. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 1960, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

10. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

11. Please report to us on 18.07.2022 at 8:00am. In case you do not report by 18.07.2022, this offer of ours shall stand withdrawn.

Yours faithfully,

for Bosch Electrical Drives India Private Limited,

pki, BOSCH, APAC, D, E, Deepanshu.Dubey
Digitally signed by pki, BOSCH, APAC, D, E, Deepanshu.Dubey
Date: 2022.07.08 15:09:30 +05'30'

(Deepanshu Dubey)
Managing Director

pki, BOSCH, APAC, D, E, DEOSTHALE.RV
Digitally signed by pki, BOSCH, APAC, D, E, DEOSTHALE.RV
Date: 2022.07.08 14:21:17 +05'30'

Deosthale R V
Senior General Manager
(Human Resources & Administration)

Encl : a/a

I accept the above terms and conditions.
Name: Mohammed Bilal

Signature:

Dear Mr.Mohammed Bilal ,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

BOSCH

In addition to the terms and conditions, you are also required to bring **5 recent passport size and 1 stamp size colour photographs** and the following **original certificates** along with a **copy of the same**, on the day of your joining duty:

1. Proof of age (10th standard marks sheet).
2. All Educational qualification Marks Cards and certificates.
3. Acknowledged Copy of the appointment letter.
4. Bank Details and Pan card

On the day of joining, kindly report at 8.00 am at the following address and meet HRL1 to complete other formalities.

HRL Dept.

Bosch Electrical Drives India Private Limited
Plot No.A 20/2, Sipcot Industrial Growth Centre, Oragadam,
Sriperumbudur Taluk, Kancheepuram Dist. 602 105.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/085/2021-2022.

Date:14-02-2022

EMPLOYMENT OFFER LETTER

Dear Mr. MOHAMMED IRFAN M,

With reference to your interview on 10-02-2022, your candidature have been shortlisted based on your quali ca on, premium Creden als and as a nal consequence we hereby o er you the posi on in our organisa on as follows:

Designa on : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 13-06-2022.

Yours Truly,

Thanks & Regards,

GREEN COMFORTS HVAC SYSTEMS CHENNAI 600 129 S. Vasu

S.Vasu

(Partner)

(06380119322)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai – 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com

Gmail

amsengg placement <amsenggplacement@gmail.com>

Fwd: Offer Letter - GET

Ravikumar Raju <raviams@gmail.com>
To: amsenggplacement <amsenggplacement@gmail.com>

Mon, Apr 11, 2022 at 10:54 AM

Kind Regards,
R.Ravikumar, MSW, MBA.,
Head- Training & Placement,
AMS Group of Educational Institutions,
Mutha Pudupet, IAF- Avadi,
Chennai-6000 55.
Mob: 99400 86735/ 98410 40239,

---------- Forwarded message ---------
From: **GGPL-HR** <hr@flosil.com>
Date: Sat, Apr 9, 2022 at 2:53 PM
Subject: Offer Letter - GET
To: <mirfankha803@gmail.com>
Cc: <raviams@gmail.com>, <hrm@flosil.com>

Dear **Mr.Mohammed Irfan,**

Congratulations!!

Greetings from **Goodrich Gasket Private Limited**

This is with reference to your application and the subsequent interview we had with you, we are pleased to offer you the position of **"GET"** on the following terms and Conditions:

- You will be offered a Compensation of **Rs. 16,500 (Rupees sixteen thousand five hundred only)/ Month.**
- You will be under probation for a period of **One Year** from the date of joining.
- You will be eligible for Annual Increment based on performance during the appraisal cycle- March 2023.
- You will be governed by the Rules and Regulations of the Organization.
- You will be responsible for QC related documentation Function.
- You are required to join us on **18/04/2022 (Monday).**
- Please bring the following documents at the time of your joining:
- 5 Passport size colour photographs
- Copies of Educational Certificates
- Copies of Experience Certificates from your previous Organizations, if any
- Copies of Relieving letter and last drawn salary details, if any
- Copies of ID Proof, Address Proof, Aadhaar Card, and a copy of your PAN Card.

You are required to be present at the factory on the date of joining at **10:00 am** to complete the joining formalities.

Kindly confirm acceptance of offer through mail.

Thanks & Regards

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

P.Senthil Kumar

Senior Executive – Human Resources

Goodrich Gasket Private Limited

Mobile: +91-7358467222

Direct: +91-44-67400008

Email: hr@flosil.com

Head Office - Chennai: # 58, Hunters Road, Vepery, Chennai - 600 007. INDIA.

Phone: +91-44-6137 3700

Factory - Chennai: # 40, Velichai Village, Kelambakkam – Vandallur Road, Chennai – 600 048. INDIA.

Phone: +91-44-6740 0000

Email: info@flosil.com / goodrichgasket@gmail.com | Website: http://www.goodrichgasket.com

Goodrich Gasket Private Limited

Like us on: https://www.facebook.com/goodrich.flosil/

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
Corporate Office: "Kochar Bliss", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F23/3044

29 November 2022

Name : **Mr. Mohammed Rasheed B,**
Address : **No.88, KPR Nagar,**
Kallakkurichi,
Villupuram

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 November 2022.**

1. The period of engagement shall be for a specific period of six months from **18 November 2022**.

2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.

3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.

4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.

5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
Corporate Office: "Kochar Bliss", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.

7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.

8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.

9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.

10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

For Ki MOBILITY SOLUTIONS PRIVATE LIMITED

RAGHU V
AUTHORIZED SIGNATORY

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohammed Tawfeeq Nasar (BE(MECH))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/086/2021-2022.

Date:14-02-2022

EMPLOYMENT OFFER LETTER

Dear Mr. MUSTHAFA M,

With reference to your interview on 10-02-2022, your candidature have been shortlisted based on your quali ca on, premium Creden als and as a nal consequence we hereby o er you the posi on in our organisa on as follows:

Designa on : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 13-06-2022.

Yours Truly,

Thanks & Regards,

S.Vasu

(Partner)

(06380119322)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai – 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/087/2021-2022.

Date:14-02-2022

EMPLOYMENT OFFER LETTER

Dear Mr. RAGHUL D ,

With reference to your interview on 10-02-2022, your candidature have been shortlisted based on your quali ca on, premium Creden als and as a nal consequence we hereby o er you the posi on in our organisa on as follows:

Designa on : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 13-06-2022.

Yours Truly,

Thanks & Regards,

S.Vasu

(Partner)

(06380119322)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai – 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 22/04/22

Dear Mr. SEYED MOHAMMED AZHAR. Q.S *Place:* CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- *Net pay/Month-*

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

Shift Timings

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR ***Leggett and Platt (India) Pvt Ltd,***

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/088/2021-2022.

Date:14-02-2022

EMPLOYMENT OFFER LETTER

Dear Mr. ZAMEER HUSSAIN S

With reference to your interview on 10-02-2022, your candidature have been shortlisted based on your quali ca on, premium Creden als and as a nal consequence we hereby o er you the posi on in our organisa on as follows:

Designa on : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 13-06-2022.

Yours Truly,

Thanks & Regards,

GREEN COMFORTS HVAC SYSTEMS CHENNAI 600 129

S.Vasu

(Partner)

(06380119322)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai – 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com

APPOINTMENT LETTER

March 31, 2022

Dear shoiab A,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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COLLEGE OF ENGINEERING

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I shoiab A, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: shoiab A

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

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We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** shoiab A 31/3/2022 11:11 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24208466

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EMAAR VALVES & CONTROLS

No- 86, 3rd Cross East Street, Metha Nagar, Kundrathur,
Chennai – 600 069, Tamil Nadu, INDIA
TELEPHONE: 91-9884009911, 91-8838664735
http://www.emaarvalves.in * E-mail: info@emaarvalves.in
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:EVC:PER/098/2021-2022
Chennai
10th Jan, 2022

Dear **Mr. SYED MEERAN YOUSUF P**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **2nd May 2022** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

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We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

EMAAR VALVES & CONTROLS

Gayathri. V

Sr. Human Resources

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ANNEXURE

✓ We go further to make your dreams come true:

Value of EMAAR:

P R I D E

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

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Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

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Justdial

18-05-2022

Syed Raza Ali S N
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Raza Ali S N,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai.**
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Raza Ali S N	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
Corporate Office: "Kochar Bliss", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F23/2971

10 November 2022

Name : **Mr. Zarar Ahamed A,**
Address : **166/217, Bharathi Salai,**
Royapettah, Chennai

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **02 November 2022.**

1. The period of engagement shall be for a specific period of six months from **02 November 2022**.

2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.

3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.

4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.

5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

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COLLEGE OF ENGINEERING

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
Corporate Office: "Kochar Bliss", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.

7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.

8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.

9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.

10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

For Ki MOBILITY SOLUTIONS PRIVATE LIMITED

RAGHU V
AUTHORIZED SIGNATORY

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
Corporate Office: "Kochar Bliss", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F23/2969

10 November 2022

Name : **Mr. Ziaul Fayaz Z,**
Address : **63/4, West South Street,**
Labbaikudikadu,
Perambalur

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **04 November 2022.**

1. The period of engagement shall be for a specific period of six months from **04 November 2022**.

2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.

3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.

4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.

5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ki Mobility Solutions Private Limited
(formerly Peninsula Auto Parts Private Limited)
CIN: U52590TN2018PTC125028
Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002
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9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.

10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

For Ki MOBILITY SOLUTIONS PRIVATE LIMITED

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

RAGHU V
AUTHORIZED SIGNATORY

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 22/04/22

Dear Mr. ADIL REHMAN.S.M

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

Shift Timings

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-03-2022

Dear Kadher Mohideen M (BE(MECH))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

CATERPILLAR®

Caterpillar India Private Ltd.

Building Construction Products Division
Mainallathur, Thiruvallur - 602 004
Tamil Nadu, India
Phone : +91 44 3988 8400
Fax : +91 44 4760 0444

August 08th, 2022

CONFIDENTIAL

Mohammed Afreeth I

We are pleased to engage you as an Apprentice under the following terms and conditions:

1) The period of training will be for duration of One Year commencing from the date of your reporting for the training.

2) You will be paid a monthly Stipend of **Rs.18,000/- (Rupees Eighteen thousand only)** during your Apprenticeship training period.

3) An additional sum of **Rs. 1,200/- (Rupees One Thousand and Two Hundred only)** will be paid as attendance bonus if your have achieved 100% attendance during your training period in the respective month.

4) The Apprenticeship training programme will enable you to acquire on the job training apart from practical knowledge of various machines, equipment's and business processes.

5) You will have to maintain a work diary with noting of day-to-day assimilation of skills. This will have to be submitted to the designated supervisor on a weekly basis.

6) It shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the Apprentice to accept an employment with the employer.

7) Every Apprentice undergoing Apprenticeship training in an establishment shall only be a trainee and not a worker and such the provisions of any law with respect to labour shall not apply to or in relation to such Apprentice.

8) As part of the Apprenticeship Training Scheme, you will have to conscientiously and diligently learn the manufacturing activities by way of on the job training, ensure regular attendance, abide by all rules & regulations of the establishment as applicable to your category and carry out all lawful orders of your Superiors and Employer in the establishment.

9) The Company is entitled to terminate your training without prior written notice, without assigning any reason thereto. You would however provide an advance written notice of minimum 15 days to the company, if you wish to discontinue your traineeship.

10) This offer is subject to you being found medically fit by the Company Medical Officer. You are requested to appear for medical checkup before joining.

11) You will be governed by the terms and conditions stipulated in The Apprentices Act, 1961.

Arun Kumar. R
Human Resources Manager – BCP India

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Acceptance

I understand and accept the foregoing terms and conditions of my engagement as an Apprentice with effect from 8/8/2022.

Date: 8/8/2022

Signature : I. Afreeth

Name : Mohamed Afreeth. I

CIN - U29244TN2000PTC046255
Registered Office: 7th Floor, International Technology Park Chennai, Taramani Road, Taramani, Chennai - 600 113, India.

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 22/04/22

Dear Mr. MOHAMED ASLAM.M

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

Shift Timings

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leggett & Platt®
AUTOMOTIVE

OFFER LETTER

Date: 22/04/22

Dear Mr. SARAVANAN.J

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- *Net pay/Month-*

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

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Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR **Leggett and Platt (India) Pvt Ltd,**

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. ABDUL BASITH.D

ROLL NO : 110118114002

Dear Mr. ABDUL BASITH.D

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs.14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,
Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. AHAMED DHANVEERUL IRFAN . M

ROLL NO : 110118114004

Dear Mr. AHAMED DHANVEERUL IRFAN . M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,
Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. AHAMED MUNASIM. S

ROLL NO : 110118114006

Dear Mr. AHAMED MUNASIM. S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. ASMATH SHAFEE .S

ROLL NO : 110118114009

Dear Mr. ASMATH SHAFEE .S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. ASRAR AHAMED IBRAHIM . M

ROLL NO : 110118114010

Dear Mr. ASRAR AHAMED IBRAHIM . M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. FARVES MUSHRAF. M.S

ROLL NO : 110118114012

Dear Mr. FARVES MUSHRAF. M.S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. HAMEED RAHMAN .M

ROLL NO : 110118114014

Dear Mr. HAMEED RAHMAN .M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

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We welcome you to the organization and wish you a fruitful association with us.

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Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,
Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. IRSHAD AHAMED .S

ROLL NO : 110118114015

Dear Mr. IRSHAD AHAMED .S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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We welcome you to the organization and wish you a fruitful association with us.

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Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMED AYAS.M

ROLL NO : 110118114022

Dear Mr. MOHAMED AYAS.M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMED JAVITH.L

ROLL NO : 110118114024

Dear Mr. MOHAMED JAVITH.L

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMED SALMAN FARZI

ROLL NO : 110118114027

Dear Mr. MOHAMED SALMAN FARZI

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,
Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMED VASEEM

ROLL NO : 110118114030

Dear Mr. MOHAMED VASEEM

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,
Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMMED ABOOBACKER SIDDIQUE I

ROLL NO : 110118114032

Dear Mr. MOHAMMED ABOOBACKER SIDDIQUE I

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

INDIA

To,

01.06.2022

Mr. MOHAMED IBRAHIM.S

ROLL NO : 110118114037

Dear Mr. MOHAMED IBRAHIM.S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan,
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MUHAMMED MUSHARRAF ALI S M B

ROLL NO : 110118114042

Dear Mr. MUHAMMED MUSHARRAF ALI S M B

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. YUVAN RAJ. J

ROLL NO : 110118114057

Dear Mr. YUVAN RAJ. J

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

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You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. ABDUL RAZITH M B

ROLL NO : 110118114301

Dear Mr. ABDUL RAZITH M B

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. NAVEED KHAN M

ROLL NO : 110118114044

Dear Mr. NAVEED KHAN M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. NAVEEN KUMAR S

ROLL NO : 110118114045

Dear Mr. NAVEEN KUMAR S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. SEYED ABUBACKER MI

ROLL NO : 110118114048

Dear Mr. SEYED ABUBACKER MI

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

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You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMED AL IMRAN

ROLL NO : 110118114305

Dear Mr. MOHAMED AL IMRAN

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. MOHAMMED IBRAHIM T

ROLL NO : 110118114308

Dear Mr. MOHAMMED IBRAHIM T

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. SHAHUL HAMEED J

ROLL NO : 110118114310

Dear Mr. SHAHUL HAMEED J

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

01.06.2022

Mr. AHAMED RIYAJ KHAN A

ROLL NO : 110118114701

Dear Mr. AHAMED RIYAJ KHAN A

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan
Senior Manager
HR, IR & Admin

Accepted by,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531,Tell : +91 44 47103805,email : nimmyanvhkorea.com

CIVIL ENGINEERING

Justdial

18-05-2022

Abdul Habees A
Chennai

Subject: **LETTER OF OFFER**

Dear Abdul Habees A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Abdul Habees A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

Abdul Jameel A
Chennai

Subject: **LETTER OF OFFER**

Dear Abdul Jameel A ,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Abdul Jameel A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

18-05-2022

Ahmed M
Chennai

Subject: **LETTER OF OFFER**

Dear Ahmed M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
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3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Ahmed M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

18-05-2022

Ahamed Insaf A
Chennai

Subject: **LETTER OF OFFER**

Dear Ahamed Insaf A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
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4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Ahamed Insaf A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

Fayas Ahamed B
Chennai

Subject: **LETTER OF OFFER**

Dear Fayas Ahamed B,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Fayas Ahamed B	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

18-05-2022

Hayath Badsha Z
Chennai

Subject: **LETTER OF OFFER**

Dear Hayath Badhsha Z,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **17-06-2022**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.
Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)
Your place of posting will be **Chennai**.
It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Madhulika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial™

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Hayath Badsha Z	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	17-06-2022	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **Net Take Home** is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date: 15/03/2022

To
Mr. Mohamed Aasim M
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Aasim M

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:07-06-2022

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:

a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
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Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.

6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

(Signature)
Name : Mohamed Aasim M

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date: 15/03/2022

To
Mr. Mohamed Fareeth F
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Fareeth F

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:07-06-2022

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

SEVEN HILLS NATIONAL * Civil Engineering Consultancy & Construction * CHENNAI - 600 083

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:

a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
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Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.

c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.

6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

(Signature)
Name : Mohamed Fareeth F

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Mohamed Riyaz M I (BE(CIVIL))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date: 15/03/2022

To

Mr. Mohamed Riyas S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Riyas S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 07-06-2022

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:

a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL
ALIAM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.

c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.

6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

(Signature)

Name : Mohamed Riyas S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date: 16-March-2022

Dear Nandhini K (B.E. (CIVIL))

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date: 15/03/2022

To

Mr. Sajeeth Arshak S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Sajeeth Arshak S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 07-06-2022

For SEVEN HILLS NATIONAL

SEVEN HILLS NATIONAL ★ Civil Engineering Consultancy & Construction ★ CHENNAI - 600 083

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:

a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.

c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.

6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

(Signature)

Name : Mr. Sajeeth Arshak S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Thameem Buhary S H (B.E. (CIVIL))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date : 15/03/2022

To

Mohamed Ismail K S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mohamed Ismail K S,

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:07-06-2020

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:

a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.

c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.

6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

(Signature)
Name: Mohamed Ismail K S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL

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Date: 15/03/2022

To

Mohamed Suhail N
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Suhail N

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:07-06-2022

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

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2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
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I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)
Name: Mohamed Suhail N

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College Of Engineering
Date:30-04-2022

Dear Moahamed Sulaiman Azim J (BE(CIVIL))

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date:30-04-2022

Dear Mohamed Muneeb U (BE - CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
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Yours sincerely,

Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date:30-04-2022

Dear Mohammed Atiq Mohideen (BE - CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date:30-04-2022

Dear Mohamed Faisal E M (BE - CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date:30-04-2022

Dear Syed Abu Farhaan Hussainy (BE - CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

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Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
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