



5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years.

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**Copy of Appointment Letters/ Offer Letters
2019 - 2020**



Offer: Computer Consultancy

Ref: TCSL/DT20195586770/Trivandrum

Date: 13/09/2019

Mr. Mathews Mathew
Edappattu (H)Koovalloor P.O,
Pothanicaad,
Cochin-686671,
Kerala.
Tel# -

Dear Mathews Mathew,

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 **₹3,36,875/-** 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within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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

Vismaya Building 6th Floor, Infopark, Kusunmagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's 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 ₹10,200/- 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 ₹4,080/- 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. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. 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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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documents

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Mathews Mathew
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
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 Programme.

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

*** 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	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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

PERSONAL & CONFIDENTIAL

Ref: NMSWorks/HR/LiyaYohannan/2020/01

Dated: 30th September 2020

Ms. Liya Yohannan

Mangalath Puthenpurayil

Vilangu P. O.

Karukulam

Ernakulam district

Kerala 683561

APPOINTMENT AS SOFTWARE ENGINEER

Dear **Ms. Liya Yohannan**

Welcome to NMSWorks Software Private Limited.

Based on our discussions on 16th October 2019, we are pleased to appoint you as **“Software Engineer”** in our company with effect from 1st October 2020.

Just as it gives us pleasure in bringing you into our fold, we wish to share with you the detailed terms & conditions of employment and associate related guidelines applicable to all NMSWorks associates.

We wish the very best for you in your career with us.

Terms & conditions of employment:

1. **SALARY:**

Your CTC will be **Rs. 3,00,000/-** (Rupees Three Lakhs) per annum, which includes a variable pay component of **Rs.60,000/-** (Rupees Sixty Thousand) which will be paid on a quarterly basis, based on your performance. Your salary will be as indicated in the detailed structure attached here with at Annexure 1.

2. **PROBATION PERIOD:** You will be on probation for a period of six months and then will be confirmed in the services based on your performance.

3. **CONFIRMATION:** Based on the review of your performance and on successful completion of probation period, you will be confirmed in the services of NMSWorks. This will be intimated to you in writing.



(Signature of the Associate)

4. **RULES AND REGULATIONS:** Your services will be governed by the Service Rules and Regulations which may be brought in force or amended from time to time, as applicable to all employees of the company as per the policy and procedure manual.
5. **SERVICE CONTRACT:** The mutual notice period between you & the organization required for the termination of employment will be 90 days. You are expected to work with us for a minimum period of two years.
6. **GENERAL:** During the course of your employment you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.
7. **PLACE OF POSTING AND TRANSFER:** Your posting at present is at Chennai. During your employment with this company, you may be posted or transferred / attached to any other company of **NMSWorks Software Private Limited** or to any of the offices / subsidiaries/ units / associate offices of the company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another company on transferred / attached, you shall be entitled to emoluments and perks as applicable in transferred / attached company and for all purposes you shall be deemed to be employed in the company transferred/attached.
8. **MORAL RESPONSIBILITY & HONESTY:** You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found guilty of indiscipline, fraud misappropriation or acting against the interest of the company.
9. **OTHER EMPLOYMENTS:** During the period of your employment you will not work directly or indirectly for any other person, firm, company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.
10. **EXAMS AND COURSES:** In case you intend to appear in some examinations or wish to attend some classes while working with NMSWorks Software Private Limited, you are required to obtain written permission for the same giving full details including the time frame involved.



(Signature of the Associate)

11. **INVENTION & DISCOVERIES**: While employed with NMSWorks Software Private Limited, you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.
12. **MEDICAL FITNESS**: You are required to continuously maintain yourself in a state of medical / physical / mental fitness so as to perform well & to discharge your responsibilities adequately while in employment. If at any point of time during your employment you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the company rules, notwithstanding anything mentioned in this letter otherwise.
13. **SECREC****Y**:

You will not give anyone, by word of mouth, writing, facsimile or any devices otherwise any particulars or details, which you acquire during the course of your employment of our working systems, technical know how, security arrangements, administrative and or organization matters of our and or our clients whether confidential, secret or otherwise, either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter, are to be treated as strictly confidential and you are not to divulge its contents to any employee of the company/person connected with the Company.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Yours sincerely,
for NMSWorks Software Private Limited.

K V Nair
Chief Executive Officer

I.....have read and understood the rules of service and the above terms of my appointment of my service, and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may hereafter be in force and accordingly I accept my appointment of my service with you.

Date:

ASSOCIATE'S SIGNATURE IN FULL

Annexure 1

CTC Details		
Component category	Monthly in Rupees	Annual in Rupees
A. Monthly components		
BASIC Salary	15,000	1,80,000
HRA	-	-
Special Pay	2,479	29,748
Sub Total	17,479	2,09,748
B. Performance Linked Pay	5,000	60,000
C. Annual components		
Gratuity	722	8,658
CCPF	1,800	21,600
Sub Total	2,522	30,258
Total	25,001	3,00,006

Take Home Salary	-	-
Component category	Monthly (Max) in Rupees	Quarterly (Max) in Rupees
A. Monthly components		
BASIC Salary	15,000	45,000
HRA	-	-
Special Pay	2,479	7,437
Sub Total	17,479	52,437
Less PF @12% of Basic	1,800	5,400
Take Home Salary	15,679	47,037
B. Performance Linked Pay		15,000



APPOINTMENT LETTER

26 May, 2020

Dear **Jeena Paul**,

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,

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



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 V. 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.

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- 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).

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- 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.

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

- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12th 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:

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.

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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**,

Sunil Kalachar
General Manager – Talent Acquisition

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

I shall be reporting for duty on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____



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ANNEXURE III
SALARY OFFER SHEET

Name : Jeena Paul

Career Group: TRB – II

Position : Project Engineer

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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Sensitivity: Internal & Restricted
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16th December 2019

Conditional Offer Letter

Sruthy Jayachandran
Vadassery Shreyas
Kunjattukara, Edathala P.O
Aluva - 683561

Dear Sruthy,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.



4. You will be required to sign a Service Commitment Agreement on joining, wherein you agree that you shall continue to serve the Company for a minimum period of two (2) years from the date of joining, failing which you shall pay a sum of Rs.200,000/- (Rupees Two Lakhs only) as liquidated damages to the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,

Jijo Joseph

AGM – Human Resources

I, Sourthy Jayachandran, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

17/12/2019

Date

Letter of Intent

19 February 2020

Aleena Santo
Vishwajyothi College Of Engineering And Technology
Cochin

Dear Aleena Santo,

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

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

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

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



FUTURE TRACK

Yuvaraj Buildings, 2nd Floor,
MC Road, Perumbavoor, Ernakulam, Kerala

Email: futuretrack20@gmail.com

Mob: 9037679445, 9746537638

Dear Vinod Venugopal,

Welcome to Future Track – 90+ mytuition app channel partner. Congratulations on your decision of partnering with us in our endeavor to change the face of education. It is our pleasure to extend the following offer to you further the interview and discussions you have had with us. You are expected to join us not later than November 5th, 2020.

The details of your probation are as follows;

- Date of Reporting: Nov 5, 2020.
- Reporting Location: 1st Floor, Yuvaraj Buildings, MC Road, Perumbavoor, Ernakulam, Kerala
- Reporting Time: 10:30 am
- Probation duration: 3-6 months
- Designation: Associate – Business Development
- Internship Stipend: 10,000 per month + incentives.
- CTC per annum: 300000
- Reporting Manager: Mr. Mathew Roy

While serving the firm in this position, you will report to, and receive directions from the reporting manager or as may be communicated to you from time to time.

Please carry the documents on reporting day to be verified.

- Address Proof – Aadhar Card.
- Education details – 10th Mark Sheet, 12th Mark Sheet, Graduation Mark Sheets & Post Graduation Mark Sheets.
- Statutory details – Aadhar and PAN card
- Previous employment details – Experience Letter, Relieving letter (If Applicable)
- Passport size photos

Please bring a self-attested copy of this email with you on the date of joining. We look forward to an enduring relationship with you. If you have any queries regarding your letter, please write back to us on futuretrack20@gmail.com or call to 09746537638.

Regards,
Future Track
Channel Partner.
90+ mytuition app

09.09.2020

LETTER OF INTENT

Dear **Melvin Mathew**,

We are pleased to offer you the position of “**Software Programmer Trainee**” with your base location at **Kalkaji, New Delhi**. Your employment will be governed by the terms and conditions of the employment agreement, which will be issued to you along with the employment letter, at the time of joining.

Your monthly stipend will be **INR 20,000.00 (Twenty Thousand Rupees Only)**.

This employment offer letter is open and valid up to the date of joining. Your appointment is subject to you submitting the following documents (for personal records) to the HR department on the date of joining.

Please note that the Letter of Intent is not an Appointment Letter. The final letter of appointment will be handed over to you upon joining the services of the company, which shall be on **01.10.2020**. The date of joining could be on the mentioned date or even after as per the demand of the business.

This offer of appointment is subject to your successful completion of reference check and submission of following documents.

- Passport size photographs (8 copies) - for personnel records and opening of Salary A/c.
- Passport, voter ID, ration card, SC/ST/OBC Certificate /Government Residential proof Certificate and Birth Certificate issued under RBD act.
- Highest Educational Proofs (Original and copies Degree Certificates and Mark sheets).
(In case if results or issue of qualification certificates (based on which you are recruited) are awaited from your University / Institute, the documents are to be submitted within 6 months of your joining. Your confirmation, post completion of probation period, will be subject to receipt of these documents).
- Original Relieving letter from current employer.
- Your detailed Curriculum Vitae (in case not submitted earlier).
- Copy of Form 16 / Tax deduction Certificate from past employer.
- Copy of Pan Card.
- Cancelled cheque/ photocopy of passbook.
- Current Address Proof (Ration Card/Electricity Bill/Telephone Bill/Water Bill).
- Last Three month's Salary slip / Relieving Letter from previous organization.

- In case of foreign nationals/Nationals of Indian origin with a different country passport the validity of the work visa /OCI registration (color scanned copies) is checked as per advice of the profession legal services firm specializing in global migration law.

The candidate with valid work permit/person of Indian origin card needs to be registered with FRRO/FRO if he /she intend to work in the country. The check needs to be done before the candidate joins the organization. Legal right to work proof

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.



Satish Kumar
Director - Finance & Marketing

IT-09

mindcurv

Mindcurv Technology
Solutions Pvt Ltd
604 T-1 World Trade Centre,
Indiagate

5/2 Phase-1, Kakkannad,
Kochi, Kerala, India
Pin - 682042
Tel: +91 91448 21061/64,
CIN: U72200KL2011PTC020197

MCIN/PO/APL/20/10/05/208

October 05, 2020

Hisana Thasneem A H
Aliyakunnel (H) Cheenikutty P O
Thodupuzha, Idukki
Pin 685595

Dear Hisana,

Sub: Letter of appointment

Congratulations!

We are pleased to appoint you to the position of **Associate Test Engineer** with Mindcurv Technology Solutions Private Limited (hereafter referred as "Company"), effective **October 05, 2020** at an annual total cost to company of **Rs. 3,50,000/-** (Rupees Three Lakh Fifty Thousand only). The detailed terms and conditions of this appointment are mentioned in the annexures to this letter.

Request you to sign and return to us the statement of acceptance mentioned below if these terms and conditions are acceptable to you.

We look forward to your contribution to the growth of the Mindcurv Group. We hope you are able to realize your aspirations here, and sincerely wish you to have a challenging and rewarding career ahead.

Our hearty congratulations once again and welcome aboard!

Yours truly,

For Mindcurv Technology Solutions Pvt. Ltd.,

AA

Arshad Liaquat,
Managing Director



I hereby accept and abide by the terms and conditions of this letter of appointment

Name: Hisana Thasneem A H

Date: 05/10/2020

Signature: [Handwritten Signature]

28-Jan-2020

Dear Jeevan Geordy,
B.Tech/B.E., Mechanical Engineering
Viswa Jyothi College Of Engineering & Technology



Candidate ID – 14000783

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name:	Jeevan Geordy	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details




B +VE

AKHIL SHAJI
P P C



DPT2081

AUTHORIZED SIGNATORY

SIGNATURE

Ref No: DPT2081

Date: 12.10.2020

To,
Mr. Akhil Shaji
Chingamparambil (H)
Vazhappally P O
Changansserry
Kottayam
686103

Dear Mr. Akhil Shaji

Sub: Letter of engagement as Production Engineer Trainee

With reference to the interviews you had with us, we are pleased to appoint you as Production Engineer Trainee in our organization 12.10.2020, on the following terms and conditions:

1. Nature of Engagement

You will be engaged as a Production Engineer Trainee

2. Duration of Training

The duration of training will be a period of 3 months from the date of commencement of Training at the Organization. Unless the company extends the period of your Training in writing, solely at its own discretion or absorbs you in the regular employment, your training shall be automatically stand terminated at the expiry of the training period of 3 Months.

3. Stipend

During the training period, you will be paid a consolidated all-inclusive monthly stipend of Rs. 8000.00 (Eight Thousand Rupees Only) for 3 Months.



**Copy of Appointment Letters/ Offer Letters
2018 - 2019**

Ref: SILPI/HR/2019

Date: 5th July, 2019

Ms. Anjaly Francis

Vattakunnel (h)

Vengallor P.O.

Thodupuzha

Kerala - 686608

Mobile No. +91 9847025067

Email- anjalyfrancis73@gmail.com

Sub: Appointment Letter

Ref: Campus Interview dated 15th March, 2019

Dear Ms.Anjaly

With reference to the above, we are pleased to appoint you as **Site Engineer** in our organization on the following terms and conditions:

1. Your appointment will be with effective from 9th July, 2019
2. You will be on probation for 3 months from the date of joining.
3. Your monthly salary and other allowances will be as follows:

Basic Salary	- Rs. 8,000/- per month
Other Allowances	- Rs. 2,000/- per month

Total Salary per month **- Rs. 10,000/- per month**

Your salary will be revised upon successful completion of 3months' probation period and evaluation of your performance thereafter.

4. You will be responsible for all aspects of the work entrusted to you in your department or area of work and should co-operate with other departments also for the smooth functioning of the organization. You will also be responsible for any additional duties assigned to you by your senior managers.

5. You will be governed by the firm's rules and regulations now in force and that would be introduced from time to time.
6. You may be transferred to any other projects/sites according to the firm's requirements.
7. Your normal duty hours will be from 9:30 a.m. to 5:30 p.m from Monday to Saturday.
8. You will be entitled to 20 days leave in a financial year calculated on pro rata.
9. While in service with this firm, you are not supposed to have any other engagements, full time or on part time basis with any other organizations, directly or indirectly.
10. After confirmation of your employment, your services with the firm can be discontinued or termination from each side with one month notice or one month pay in lieu of.
11. Notwithstanding the aforementioned, the firm shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:
 - a. If you are in the opinion of the company, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - b. If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or kind, out of any of the firm's affairs or any of its subsidiaries or related companies.

Please sign and return the copy of this letter as a token of your acceptance of all terms and conditions mentioned above.

We wish you all the best and a long and happy association with our organization.

Thanking you,

Your sincerely,

For Silpi Global Pvt. Ltd.



(Authorised signatory)

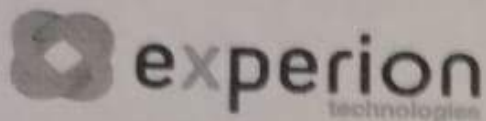
SILPI GLOBAL PRIVATE LIMITED
26 / 2409 B, THEVARA FERRY
THEVARA, ERNAKULAM - 682 013

Accepted: Anjaly Francis

Signature.....

Date.....

2019 47



22nd March 2019

Conditional Offer Letter

Abhil K Vidhyadharan
Kaippanal House, Koovalloor P.O.,
Palingattoor,
Muvattupuzha - 686671

Dear Abhil,

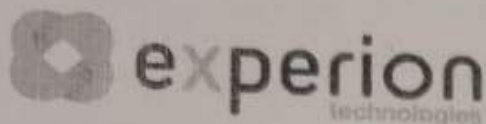
Further to the selection process you had with us, we are pleased to offer you an exciting career with **Experion Technologies (India) Pvt. Ltd.**

You will be entering to the official **Initial Learning Program (ILP)** organized by Experion, as soon as you complete your university examinations.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be placed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.



4. You will be required to sign a **Service Commitment Agreement** on joining, wherein you agree that you shall continue to serve the Company for a minimum period of two (2) years from the date of joining, failing which you shall pay a sum of Rs.200,000/- (Rupees Two Lakhs only) as liquidated damages to the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion Technologies and wish you luck and a very bright career with us.

For Experion Technologies (I) Pvt. Ltd.,

Jijo Joseph

AGM – Human Resources

I, Abhil k Vidhyadharan, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

A handwritten signature in black ink, appearing to read 'Abhil k Vidhyadharan', written over a horizontal line.

Signature

30/04/19

Date

Date: 01-Nov-19

Silpa Shaju
Viswajyothi College of Engineering and Technology, Muvattupuzha

Appointment Offer: Software Engineer

Dear Silpa Shaju,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider. You are required to return a signed consent form in accordance with the instructions provided therein. This is for initiating your background verification subsequent to you joining the Company.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

3. Reporting Date

Your date of joining will be on **05-Nov-2019**.



IBS Software Private Limited

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period 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. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
	Fixed Remuneration	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Special Allowance	12,550
4.	Food Vouchers	1,050
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
6.	Monthly Gross Earnings (Fixed)	28,000
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

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6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
 - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
 - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
 - iii. Attendance shall be mandatory between 10 AM and 5 PM.
 - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
 - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

Life

IBS Software Private Limited

9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
 - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
 - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
 - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

IBS Software Private Limited



deliver to the Company all the properties of the Company, in your custody or possession.

- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,

IBS Software Private Limited



committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
 - j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
 - k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
 - l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.

IBS Software Private Limited




- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non-compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.


Yours Sincerely,

For IBS Software (P) Ltd.



Jayan P
(Sr.Vice President & Head of Global Human Resources)

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by : 
Name : SILPA SHAJU
Date : 05-11-2019

IBS Software Private Limited

Reference No DCT/19/050

17 June 2019

Offer of Employment by Digital Core Technologies Pvt. Ltd.

Dear Delwyn Joseph,

I am very pleased to confirm our offer of employment to you, with Digital Core Technologies Pvt. Ltd. (the “**Company**”), in the position of “Engineer (Trainee)”. The terms of our offer and the benefits currently provided by the Company are as follows:

1. **Training:** You will have four Months of training, starting from the day of joining. The training is to equip the candidate to be job-ready.
2. **Starting Salary:** During training you are eligible for a monthly stipend of **Ten Thousand Rupees (Rs 10,000)**. On successful completion of the training, you will be on-board and will be eligible for regular salary from then. The starting CTC will be **Three Lakh Rupees (Rs. 3,00,000)** per year and will be subject to periodic review and adjustment in accordance with the Company’s then-current policies.
3. **Benefits:** You will be eligible to participate in regular health insurance, PF and other employee benefit plans established by the Company for its employees from time to time.
4. **Confidentiality:** As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will need to sign the Company’s standard Employee **“Confidentiality and Intellectual Property Assignment Agreement”** in the form attached here to as Annexure B as a condition of your employment.

5. **Employment.** The company look forward for a long-term working relation with you. On accepting this offer, you are agreeing to work with Digital Core Technologies, or with our clients as assigned by the company, for at-least two years after completion of training.

Even though company will be incurring an expense, equivalent of Rs. 2,50,000 (Two Lakh Fifty Thousand) per candidate for the training, you do not have to pay any training charges to company if you work with the company for a minimum of two years after completion of the training. In case you leave before two years, you shall pay compensation towards the training expenses company incurred for you, as defined below.

- a. If candidate leave before completion of one year period, the compensation amount to be paid shall be Rs. 1,00,000 (One lakh).
- b. If candidate leave after completion of one year, but before completion of two years, the compensation amount to be paid shall be Rs. 50,000 (Fifty thousand).

While we look forward to a long term professional relationship, should you decide to accept our offer, you will be an at-will employee of the Company, which means the employment relationship can be terminated by either of us for any reason, at any time, with minimum of two month prior notice and with or without cause. Any statements or representations to the contrary (and any statements contradicting any provision in this letter) should be regarded by you as ineffective. Any modification or change in your at will employment status may only occur by way of a written employment agreement signed by you and the Officer-in-charge of the Company.

6. **Condition of Hire.** The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with company. Further, if you have any trade or business interest with relations and have any existing connection or future connection with the company as suppliers, dealers, agents, or contractors thereof, you are obligated to disclose such connection to the company at the time of joining, if there is a present connection and inform the management of the company on becoming aware of any proposed transactions through such relations in the future.

7. **Entire Agreement.** This offer letter and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this offer, and supersede any and all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.
8. **Joining Date.** Your Joining date will be 15th July 2019, Monday.

The Company reserves the right to change or otherwise modify, in its sole discretion, the preceding terms of employment, as well as any of the terms set forth herein at any time in the future.

We look forward to the opportunity to welcome you to the Company.

Very truly yours,

For Digital Core Technologies Pvt Ltd.



Anjali S Thomas

Annexure A:

Salary StructureName: **Delwyn Joseph**Designation: **Engineer (Trainee)**

Salary Components	Salary (PA)	Salary (PM)
Monthly Entitlement :		values are in INR
Basic Pay	90,000	7,500
House Rent Allowance	36,000	3,000
Special Allowances	87,000	7,250
Conveyance Allowances	15,000	1,250
Flexible Compensation Plan*	72,000	6,000
Total CTC	3,00,000	25,000

Note:

(*) Flexible Compensation Plan: comprises of Reimbursement, as per the company guidelines.

For Digital Core Technologies Pvt. Ltd.

Anjali S Thomas

HR/OL/2019/05/5060
Date: 24-05-2019

Basil Abraham,
Kaniyamparambil House, Pindimana P.O, Kothamangalam, Ernakulam, Kerala, Pin: 686692
Job Location: Kochi

Sub: Offer Letter

Dear Basil Abraham,

This is with reference to your job application and subsequent interview you had with us. We are pleased to offer you a position of Trainee at VVDN Technologies. You will be entitled to receive 3.2 LPA which is inclusive of all the benefits and statutory components. You are required to join us on or before 03-07-2019. Formal appointment letter with detailed salary break-up will be issued to you on the date of joining. This offer stands valid for your acceptance within 15 days of receiving this letter over the email.

Kindly sign this letter along with a copy of it as a token of your acceptance of this offer. You shall submit all the self-attested credentials related to your academics as well as your employment on the day of joining in VVDN Technologies - Kochi.

For **VVDN Technologies Pvt. Ltd.**

Team HR

Acknowledgement

I accept your offer to join as Trainee with 3.2 Lakh per annum [inclusive of all perquisites and allowances]. As desired, I shall join services w.e.f 03-07-2019.

Date:

Employee Name and Signature:

HR/CL/2019/11/5056

Date: 11th Nov 2019

Subject: Confirmation Letter

Dear Basil Abraham,

We are glad to inform that your services have been confirmed in the capacity of **Engineer (SW)** with VVDN Technologies Pvt. Ltd. with effect from 11th Nov 2019. This decision is being taken after an evaluation of your performance during the probation period. The terms and conditions of your employment and your job responsibilities will continue to remain the same and will be governed by the rules and regulations coming into force from time to time.

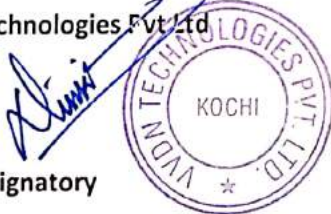
We appreciate your contribution and hope that you will continue performing with more enthusiasm in future.

We wish you great success and bright future with us.

Congratulations!

Sincerely,

For VVDN technologies Pvt Ltd



Authorized Signatory



HRD/3T/19-20/12739396

Ms. Aleena Roy
Candidate ID: 12739396
Kallarackal House,
Kaliyar P.O
Thodupuzha - 685607
Kerala
India
Ph: (91) 85474 49691

June 28, 2019

Dear Aleena,

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

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

HRD/3T/19-20/12739396

June 28, 2019

Ms. Aleena Roy
Candidate ID: 12739396
Kallarackal House,
Kaliyar P.O
Thodupuzha - 685607
Kerala
India
Ph: (91) 85474 49691

Dear Aleena,

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:

Joining

Your scheduled date of employment with us will be **August 19, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation 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.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. 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 of this letter. The mode of payment for Financial Year **2019 - 20** 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

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Aleena Roy
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)	12,000 (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				

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Aleena Roy
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (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				



2019 IT
2

Cognizant

27-Apr-2019

Dear Abin Joshy,
B.Tech/B.E., Information Technology
Viswajyothi College of Engineering and Technology

Candidate ID - 13063090

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")**

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethovandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Abin Joshy

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
Annual Gross Compensation			297,000
Incentive Indication (per annum)**			20,000
Annual Total Compensation			317,000
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
Annual Total Remuneration			338,005

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Theraipakkam, Chennai - 600 097



TECHGENTSIA

SOFTWARE TECHNOLOGIES PRIVATE LIMITED
INFOPARK SMARTSPACE, K R PURAM P.O.,
CHERTHALA, ALAPPUZHA - 688556

Phone: 0478-2552180
www.techgentsia.com

Akshay S Raj

24th June, 2019

Dear Akshay,

We are pleased to offer you a position in Techgentsia, working as a Junior Software Engineer at probation in our office at Cherthala, subject to the following terms and condition:

1. You will be appointed as Junior Software Engineer (at probation), in our product development division at Cherthala office.
2. You will receive an annualized base salary of Rs. 1,80,000/- Payable on a monthly basis (15,000/- per month), less any necessary withholdings and such other deductions as are legally required or are taken in accordance with your instruction to us.
3. For probation leave policy (see Annexure 1)
4. You are required to work at a minimum 45 hours per week.
5. Your Probation period starts from 24th June 2019 (Monday).
6. You will be reviewed only after the completion of One year of your probation period.
7. Your performance during the probation period could land you with a Permanent Employment at Techgentsia (Based on the review evaluation).
8. In the event of your probation is terminated for cause (as defined below) or you voluntarily terminate your probation, you will be entitled to receive your base salary through the date of such termination and Techgentsia will have no further obligation to you under this agreement. For the purpose of this agreement the term "cause" shall mean that you fail to perform your job duties consistent with Techgentsia policies and practices as set forth by the management.
9. During the time of your probation and thereafter, you will not disclose to any person any confidential information relating to Techgentsia except in the course of carrying out your duties hereunder. For the purposes of this paragraph "Confidential information" means nonpublic information concerning Techgentsia financial data, strategic business

Annexure 1

Annual Probation leaves policy – Techgentsia Software Private Limited

There is 'No Leave' for the First Six months of your probation.

AFTER SIX MONTHS:

PERSONAL DAYS

Paid personal leave (2 working days)

- Personal days are provided to permit you to take care of personal business, to observe holiday that are not included in TST's list of Holidays or for any other reason. These days are not cumulative and cannot be carried over to the next calendar year (in case of permanent employment or extension of probation period)

SICK DAYS

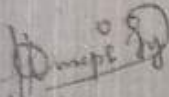
Paid sick leaves (8 Working days)

- Sick are not an entitlement. Sick days are to be used only for personal illness, Injury or disability. The employee will not be paid for any unused sick days.
- In order to eligible to receive pay for sick days, you must call and inform your immediate supervisor or manager that you will be absent prior to your scheduled starting time. If this is practically impossible, you should inform your manager at the earliest days possible.
- At cases, you might be required to bring in a physician's note and any other necessary medical proof to avail the sick leave.

plans, product development, Product technical details, Customers lists and marketing plans.

We are all looking forward you to joining our group and are confident that you will make a strong contribution to Techgentsia. We trust that you will find working at Techgentsia to be an exciting, challenging and rewarding experience.

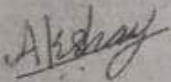
Sincerely



Joy Sebastian
Managing Director

Agreed to and accepted by

Employee signature



Date: 24/06/2019

Employee Name

AKSHAY S. RAJ

Date: 15/02/2019

HRD/OL/BDC/2019/06

Offer Letter for BDC

To,

Ms. Shilpa Vinoy
Muvattupuzha
Ernakulam

Dear Ms. Shilpa,

With reference to your interview, we are pleased to offer you the position of **Trainee Business Development Coordinator** within our Department of **Sales & Marketing**. You will be on probation for three to six months. Your responsibilities will include all that has been communicated to you in person by the management.

The offered position is full-time, beginning on **Tuesday, February 19th 2019**, with a monthly Net Salary of **Rs.10,000/- (Rupees Ten Thousand Only)**. Apart from the mentioned salary you will be eligible for incentives which will solely depend up on your performance and achievements (refer the CTC enclosed).

Further employment and upward revision of your remuneration will be subject to satisfactory completion of the period of probation. Failure to complete a minimum of thirty (30) days and or one month of service will not entitle you for any compensation/salary/benefits during that period. During the period of probation, you will not be entitled for any type of leave. Leave or absence if any during this period will be treated as loss-of-pay. While we are certain that you will find Oréll an exciting place to develop and advance your career we trust that your knowledge and skills will prove to be invaluable for the Company.

During the period of employment, either party may terminate the contract. If we find any breach of contract or misconduct or unsatisfactory behavior from your side, the Company is having full authority to terminate you without any prior notice. On the other hand, you can resign from the position by giving a 30 days prior notice. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the notice period as well as the handover during the notice period, the Company shall be fully entitled to require and compel you to stay one more month after the notice period has ended to complete the hand over failing which you will not be entitled for anything including the salary of the month.

Responsibilities:

- You will be responsible for all sales and marketing activities of Orell as specified by the company.
- You need to generate leads, market our product with a demo and close the deals.
- You need to prepare data bases for future reference and enhancement of the product.
- You need to conduct Client meetings online and give demos as and when necessary.
- All databases need to be furnished in your daily report, for us to filter whether it's an existing or already approached client.
- You are required to contribute and know the market relevance of our other products, such as digital language lab, library management, campus management, e-learning software etc. We would appreciate and expect you to do a market survey on the same and provide a feedback on a timely basis.
- The role will be to work with a database of clients that are a mixture of existing, dormant and

- new contacts.
- Overall office handling and basic admin activities.
- Need to support the Sales and marketing team & Technical Team.

Competencies and skills:

- Should be able to handle all client calls.
- Product knowledge, including online demo is a must.
- It is imperative that we maintain good work ethics and you are requested to abide by the Company policies and procedures set for controlled expenses.

Reporting:

Daily reporting to your Supervisor – You are expected to send in your report on the activities for the day, without fail, to your Supervisor. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action

Confidentiality:

You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position. Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Kindly sign and return to us the duplicate copy of this letter as your acceptance.

Wish you all the best and happy selling!

Yours sincerely,

For Oréll Technosystems (India) Pvt. Ltd.



Human Resources Department

I do hereby acknowledge receipt of this letter and confirm my acceptance of the position offered.

Signature.....

Name.....

Place.....

Date.....

Business Development Coordinator(BDC)		
Month	Salary	Incentive
1	10000	10000
2	10000	10000
3	15000	10000
4	15000	15000
5	15000	15000
6	15000	15000
7	20000	15000
8	20000	15000
9	20000	15000
10	20000	20000
11	20000	20000
12	20000	20000
<hr/>		
Total	2,00,000 + 1,80,000	
Grand Total	<u><u>3,80,000 p a</u></u>	

Letter of Offer for Employment

Date: 15/02/2019

To,
Mr. Subin Sabu
Adichilamackal (H)
Mannamkandam (P.O)
Adimali
Idukki - 685561

Dear Mr **Subin**,

With reference to your interview, we are pleased to offer you the position of **Technical Support Executive Trainee** within our Technical Department. You will be on probation for a period of six months. Your responsibilities will include all that will be communicated to you in-person by the management.

The offered position is full-time, beginning on **Tuesday, 19th February 2019**, with a monthly Net Salary of **Rs.15,000/-(Rupees Fifteen Thousand Rupees Only)**.

Further employment and upward revision of your remuneration will be subject to satisfactory completion of the period of probation. Failure to complete a minimum of thirty (30) days and or one month of service will not entitle you for any compensation/salary/benefits during that period. During the period of probation, you will not be entitled for any type of leave. Leave or absence if any during this period will be treated as loss-of-pay. While we are certain that you will find Oréll an exciting place to develop and advance your career we trust that your knowledge and skills will prove to be invaluable for the Company.

During the period of employment, either party may terminate the contract. If we find any breach of contract or misconduct or unsatisfactory behavior from your side, the Company is having full authority to terminate you without any prior notice. On the other hand, you can resign from the position by giving a 30 days prior notice. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the notice period as well as the handover during the notice period, the Company shall be fully entitled to require and compel you to stay **one more month** after the notice period has ended to complete the hand over failing which you will not be entitled for anything including the salary of the month.

Responsibilities:

- Thorough knowledge of the Company, it's vision, mission & aspiration
- In-depth knowledge of the product(s) & services offered
- Excellent understanding of product working & client expectations
- Investigate and resolve/troubleshoot software and hardware problems of the customer as per established performance criteria.
- Effectively train customer/end-user to maximize the use of their system.
- Manage the implementation process for a new customer from the time the sale is made to the point the customer is fully operational (live).
- Coordinate and provide training at regional training classes for customers.
- Promote and ensure that the customer service delivered is of the highest quality.
- Work in conjunction with Sales and Marketing to deliver the product to the customer per the contract and to maintain customer satisfaction so that all customers can serve as references.
- Build-up and retain a good relationship with potential and existing clients.
- Reach client-institutions well ahead of the scheduled appointment.

- Be pleasant, polite and courteous at all times with clients and co-workers.
- Respond on-time, every time to email/telephonic queries from clients as per the established criteria.
- Give onsite demos for clients if and when the need arises.
- Ensure order completion including installation, training and payment collection.
- Train, guide & mentor fresh recruits.
- Maintain a cordial, friendly and one-on-one relationship with customers.
- Submit expense statements regularly & well-timed for approval and top-up of travel allowance.
- Maintain daily log and submit reports on daily, weekly and monthly basis.

Reporting:

Daily reporting to your Supervisor – You are expected to send in your report on the activities for the day, without fail, to your Supervisor. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Confidentiality:

You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position. Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Kindly sign and return to us the duplicate copy of this letter as your acceptance.

Wish you all the best and happy selling!

Yours sincerely,

For Oréll Technosystems (India) Pvt. Ltd.



Human Resources Department

.....

I do hereby acknowledge receipt of this letter and confirm my acceptance of the position offered.


Signature.....

Date.....

Name.....

Place.....

- Monthly allowances allocated towards mobile usage. Exceeding allocated allowances will result in deduction from salary unless otherwise specifically authorized by the management.
- Travelling/ Accommodation allowance will be extra as per Company norms.
- Confirmation and revision in salary will solely depend upon the evaluation of your overall performance.

Approved By:	Accepted By:
 For Oréll Technosystems (India) Pvt. Ltd.	 Employee

PLACE :

DATE :

**Copy of Appointment Letters/ Offer Letters
2017 - 2018**



PROVISIONAL OFFER LETTER

Campus Name : VJCT

Date : 1/11/17

Dear Gifty George
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- 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)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
45-A, Velachery Main Road
Vijayanagaram
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884
CIN: U72200TN2000PTC045578

Welcome Letter

Dear Ms. Nazrin

Greetings from Coral!!!

We are all really excited to welcome you to our team! As agreed, your start date is Friday 1st June 2018. We are expecting you to be in our office by 9 am.

At Coral Business Solutions, we care about giving our employees everything they need to perform their best. As you will soon see, we have prepared your workstation with all necessary equipment. You are requested to bring along with copies of your qualifying certificates, Id proof and a passport size photo.

If you have any questions prior to your arrival, please feel free to email or call me and we will be more than happy to help you.

We are looking forward to working with you and seeing you achieve great things!

For **Coral Business Solutions**



Best regards,

Princy Shibu
HR Manager
Mob: 9745230228



HRD/3T/18-19/12050467

Ms. Parvathy R
Candidate ID: 12050467
Sreeragam (H),
Gandhi Nagar
Ernakulam - 686661
Kerala
India
Ph: (91) 94957 62611

May 11, 2018

Dear Parvathy,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2018.05.11 15:08:40 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/18-19/12050467

May 11, 2018

Ms. Parvathy R
Candidate ID: 12050467
Sreeragam (H),
Gandhi Nagar
Ernakulam - 686661
Kerala
India
Ph: (91) 94957 62611

Dear Parvathy,

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:

Joining

Your scheduled date of employment with us will be **June 11, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

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 programme 2017-2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Parvathy R
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE- II
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Parvathy R
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

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)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	23,551

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.



Tayana
software solutions

Mr. Johns Vincent
Koottungal House,
Kavakkad P O, Kavakkad
Muvattupuzha, Ernakulam
Kerala - 686668

18th June, 2018

Dear Mr. Vincent

Sub : Appointment as "Engineer Trainee "

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Engineer - Trainee" subject to the terms and conditions, hereinafter contained :

This appointment as "Engineer Trainee" shall be for a period of Twelve Months commencing from 2nd July, 2018.

You will initially report at our M/s. Tayana Software Solutions Pvt. Ltd., Jupiter Innovision Center, No. 54, Richmond Road, Bangalore - 560 025 to Ms. N Saralla of Human Resources Department. However, the management may in the course of your training require you to report at such other locations or to an Affiliate / Group Company, in or outside India.

You shall receive a total sum of Rs. 3,00,000/- (Rupees Three Lakhs Only) per annum. The break up of your payment is .

- Fixed Cost of Rs. 2,50,000/- per annum (Rupees Two Lakhs Fifty Thousand Only) - payable on monthly basis on or before the 7th of every month.
- Performance Pay of Rs. 50,000/- (Rupees Fifty Thousand Only) per annum subject to your performance achievement level, discretion of management and to be on rolls at the time of disbursement.

The payment shall be made subject to deduction of statutory dues, as may be applicable. All tax liabilities arising out of this payment shall be borne entirely by you.



TAYANA SOFTWARE SOLUTIONS PRIVATE LIMITED

CIN : U72200 KA 2000 PTC 027196

• Regd. Office: No. 54, Richmond Road, Bangalore - 560 025. Tel : +91 80 2559 4911-16, Fax : +91 80 2559 3418

Web : www.tayanasoftware.com email : cs@tayana.in

Tayana

software solutions

During the period of training, you will have to make your own arrangements for lodging and boarding at the designated place of training. However, when you are required to travel / tour, out of your place of training, all reimbursement / allowances shall be as per the applicable rules of the Company. Holidays and leave of absence shall be as per the Company rules and policy, as may be applicable from time to time. You shall during the period of training not engage directly or indirectly in any trade or business or undertake any employment. Breach of this condition shall lead to termination of this appointment by the Company without any notice or compensation.

During your training period, you will be eligible for leaves as per company rules. In the event, you would like to avail leave for more than 3 days, you are required to take a written approval from the reporting manager three days in advance and if you are on sick leave it is your responsibility to keep your reporting manager informed. In case, we do not hear from you on your absence, the company is forced to take restrict action as required. Company will not tolerate any indiscipline from the employee.

During the period of your training, you would have access to documents, files, records, software programs and other information (of a financial, commercial or other nature) relating to the business of the Company that is proprietary and a trade secret of the Company. You shall maintain the confidentiality of all data / information with respect to the Company or its operations, failing which this Appointment shall be terminated without any notice or compensation.

During the period of training or on termination of this appointment, for any reason whatsoever, you will not communicate or permit the communication to any person who is not legally entitled thereto any information relating to the trade secret information and affairs of the Company.

Your performance will be evaluated every quarter, if found unsatisfactory, this appointment is liable to be terminated by the Company on giving you one month's notice in writing or in lieu thereof one month's stipend shall be paid to you.

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software solutions

On completion of the training period and after an evaluation of your performance, the Company may at its discretion by a letter extend or terminate the training, or confirm your services in the Company, subject to availability of suitable vacancies, in terms of the letter of appointment to be issued. If such a letter is not issued to you within 10 days of the completion of your training period, it shall be deemed that your training stands terminated.

This offer is made to you assuming that you will secure an aggregate of 65% in all semesters failing which the offer is withdrawal without notice. You are required to furnish your semesters mark sheets to the HR Department immediately once you receive from your college.

If your services are confirmed, your annual remuneration will be fixed as per the Company norms and you shall be entitled to such benefits and perquisites as may be applicable to your grade and position, as per the Company policy and rules.

In the event of your being selected for overseas training you shall sign a Service Agreement, as per the rules of the Company.

This appointment is liable to be terminated by the Company on giving you one month's notice in writing or in lieu thereof one month's stipend shall be paid to you.

The Company will incur the costs and expenses of your training. In the event of failure on your part to complete the training as per this appointment, the company shall be entitled to treat the same as a breach and you shall be liable to refund to the company the sum of Rs. 90,000/- (Rupees Ninety Thousand Only) as liquidated damages, without prejudice to any other relief that the Company shall be entitled to seek under law.

You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agents, Clients, Customers, resellers, dealers, vendors, suppliers, subcontractors or the like by whatever name.

During the period of your training with the Company, you shall not either give or accept any gifts or favors from any source. You shall abide by and comply with all the rules of conduct and regulations of the Company as applicable and maintain utmost discipline and good conduct. Any act in the violation of the same will be deemed to be a breach of contract and the Company shall execute its right to terminate this appointment.

At the time of reporting for training, please ensure to bring the following:



TAYANA SOFTWARE SOLUTIONS PRIVATE LIMITED

CIN : U72200 KA 2000 PTC 027196

Regd. Office: No. 54, Richmond Road, Bangalore - 560 025. Tel : +91 80 2559 4911-16, Fax : +91 80 2559 3418

Web : www.tayanasoftware.com, email : cs@tayana.in



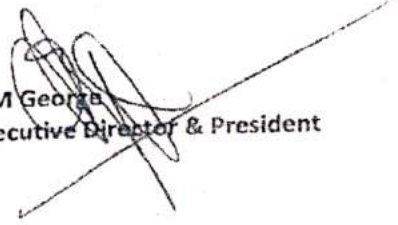
- Xerox copy of proof of date of birth & educational qualifications together with the originals (SSLC, Degree and All semesters)
- Three stamp-sized and three passport sized photographs.
- Proof of Permanent Address

This offer of training is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of the training by the Company without any notice to you or any compensation in lieu thereof.

It may be noted that if you do not return the duplicate copy of this letter on or before the date specified, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date.

If the terms of our offer are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance. In case of acceptance of this offer, you will have to join our services on or before **2nd July, 2018**

Yours sincerely,


K M George
Executive Director & President

EPIC RESEARCH PVT. LTD.

411 Milinda Manor
2 RNT Marg
Indore 452001 M.P. India

Phone: 731-6642300
Web: www.epicresearch.co
E-mail: info@epicresearch.co
CIN-U74200MP2012PTC028897



Letter of Intent

Dear Mr./Ms. RESHMA MOHANAN,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent.

Joining date: JUNE 2018,

Yearly package: 2,61,548/- (INR), Annexure 'A' attached,

You need to sign a service agreement of 12 months.

Probation: On-joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will be deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, discontinue or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. During Probation Period your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1 copy each)
2. ID Proof [Aadhar Card, (Mandatory) PAN card (Mandatory), Driving License, Voter ID]- Three copies each
3. Copy of Bank pass book
4. Copy of Letter of Intent
5. Passport size photographs – Six Nos. (Colored)
6. All of the above documents need to be carried in original and photo copies for Company's & Bank verification process.

For Epic Research (P) Ltd.



[Handwritten signature]

People Development Group

With the signature below, I accept this offer for employment

Name

Date

Salary Details for Associate Financial Consultant (AFC)- Annexure 'A'

Candidate name	
Joining date	
Name of College	
Contact Number	

Fixed Components	Monthly	Annual
Basic	8,000	96,000
Conveyance	200	2,400
Attendance allowance	1,000	12,000
Variable Components		
Key Performance Indicators (KPI)*	4,000*	48,000*
Annual Performance Pay*	-	11,000*
Monthly Performance Incentives*	-	72,000*
Gross Salary	13,200	2,41,400
Retirement benefits		
Provident fund (Employer's Contribution)	1,052	12,624
ESIC (Employer's Contribution)	627	7,524
Total CTC	14,879/-	2,61,548/-

Important terms:

- KPI, Annual Performance Pay and Monthly Performance Incentives* will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- Annual Performance Pay will be paid out based on Company's policies.
- Employee Contribution to PF of Rs 960/- and ESIC Rs.231/- will be deducted from your Gross salary.
- Your appointment will be subject to you being found medically fit., medical certificate to be provided on joining
- You are not planning for any higher studies which would force you to quit the job during Service Agreement of 01-year.
- For any further queries you can reach us at 7869961117(HR) / 8959011222 (Sarvesh) / 9630023338 (Savio) /0731-6642302 (Mukta).
- Company is having all rights to increase or decrease the salary or any component of CTC or other benefits any time subjected to the your performance
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at hr@epicresearch.co

Accepted By



(Name and signature of candidate)



HRD/3T/18-19/12050223

Mr. Jesin Jaice
Candidate ID: 12050223
Kootakkallil(H), House No. B/3, Souhrida Nagar,
Karipai Road, Kalamassery
Ernakulam - 683104
Kerala
India
Ph: (91) 99615 99212

June 08, 2018

Dear Jesin,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2018.06.08 16:13:15 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/18-19/12050223

June 08, 2018

Mr. Jesin Jaice
Candidate ID: 12050223
Koottakkallil(H), House No. B/3, Souhrida Nagar,
Karipai Road, Kalamassery
Ernakulam - 683104
Kerala
India
Ph: (91) 99615 99212

Dear Jesin,

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:

Joining

Your scheduled date of employment with us will be **July 09, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Jesin Jaice
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE- II
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Jesin Jaice
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

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)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	23,551

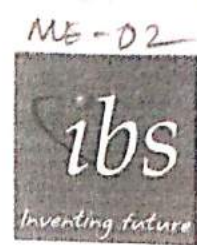
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





Date: 04-Jan-18

Akhil Rajan
Viswajyothi College of Engineering & Technology

Appointment Offer: Software Engineer

Dear Akhil Rajan,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Services Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkannad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

3. Reporting Date

Your date of joining will be intimated to you after June 2018.

IBS Software Services Private Limited



4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period 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. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
	Fixed Remuneration	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	Monthly Gross Earnings (Fixed)	28,000
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.



- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
 - The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
 - Attendance shall be mandatory between 10 AM and 5 PM.
 - Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
 - The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

IBS Software Services Private Limited

Office: 521 - 524 | Nila | Technopark Campus | Trivandrum 695581 | Kerala | India | Phone: +91 471 6614200 | Fax: +91 471 2700078 | www.ibsplc.com

CIN U72200KL1999PTC012934



9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
 - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
 - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
 - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,



deliver to the Company all the properties of the Company, in your custody or possession.

- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,



committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
-
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
 - j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
 - k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
 - l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.



- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non-compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

For IBS Software Services (P) Ltd.

Jayan P
(Sr.Vice President & Head of Global Human Resources)

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :
Name :
Date :



HRD/3T/18-19/10834761/E

Ms. Bhagya Baburaj
Candidate ID: 10834761
Sreeragam(H)
Muvattupuzha P.O
Muvattupuzha - 686661
Kerala
India
Ph: (91) 97470 97885

November 06, 2018

Dear Bhagya,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2018.11.06 16:58:53 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/18-19/10834761/E

Ms. Bhagya Baburaj
Candidate ID: 10834761
Sreeragam(H)
Muvattupuzha P.O
Muvattupuzha - 686661
Kerala
India
Ph: (91) 97470 97885

November 06, 2018

Dear Bhagya,

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:

Joining

Your scheduled date of employment with us will be **January 07, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 29,166 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

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 name Location

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

ANNEXURE- I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Bhagya Baburaj
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE - II
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Bhagya Baburaj
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	8,320
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	12,475
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,790
MONTHLY GROSS SALARY	23,685

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)	94

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,130
GRATUITY - 4.81% of (Basic + FDA)	453
FIXED GROSS SALARY (FGS) (1+2+3)	25,362

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,268	2,536	3,804
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			26,630
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			27,898
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			29,166

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





Koozhampala Solutions Private Limited

Date: April 29th 2018

To,
Mr Alwin Varghese
Thuruthumally (h)
Kombanad P.O
Krariyely
Pin 683456
+918943331160

Sub: Joining Letter for the position of Sales Manager

Dear Mr Alwin,

With reference to the discussion we had on 28th April 2018, Koozhamapala Solutions India Pvt. Ltd is pleased to offer you the position of **Sales Manager**. We trust that your knowledge, skills and experience will be among our most valuable assets.

If you accept this offer, your probation will start on Monday, 1st June, 2018. Please find below the terms and conditions of your employment, should you accept this offer letter:

1. **Position:** Your title will be Sales Manager, and you will report to the Company's Director. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing



Koozhampala Solutions Private Limited

this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

2. **Salary:** The first three months will be probationary period with a stipend of Rs. 15,000/-. The focus of this period is to evaluate your overall work performance and work culture match in a start-up environment. Based on your conduct and performance during probation and on successful completion of probation – which shall be decided at the sole discretion of the management, you will be offered an annual CTC of Rs 2,40, 000/- (Fixed pay of Rs 1,80,000 and variable pay of Rs 60,000). You are eligible for phone allowance, travel allowance and hotel allowance.
3. **Working Hours:** This is a Full-time position requiring approximately 48 hours per week. Your main focus will be to find and on-board wellness providers in India to our portal. You will have to visit resorts to verify properties.
4. **Benefits:** Benefits available to employees include the following:
 - a) Casual leave (On completion of 1 year continuous service) : 10
 - b) Sick leave: 7
 - c) Company approved Public holidays
5. **Confidentiality:** On accepting this offer, you hereby acknowledge and agree that all sorts of Company data and information related to its business, and all information and communications (in any medium) entrusted with you, and between you and the Company whether or not it be marked as confidential or proprietary ("Confidential Information") are valuable assets of the Company and should be kept confidential. Except for disclosures required to be made to advance the business of the Company and information which is a matter of public record, you shall not, during the term of training or thereafter disclose any Confidential Information to any person or use any Confidential Information for your benefit or any other person, except with the prior written consent of the Company. Any breach or threatened breach of this confidentiality entitles the Company to terminate you

from the contract with immediate effect without prior notice. The Company can also resort to legal action against you for breach of confidentiality without prior notice and without necessity of proving actual damages.

6. **Contracts:** Upon confirmation after completion of first three months of probation, all employees will be required to sign an employment contract on the first day of employment. This contract will contain the following :

- **Non-Compete Agreement:** This precludes all employees to seek or undertake any outside employment during the course of their tenure with Koozhampala Solutions India Pvt. Ltd.
- **Employment Terms and Conditions:** Employment can be terminated by either party by giving one months' notice or by paying one months' salary in lieu of notice as liquidated damages. The Employee has to provide Knowledge Transfer to the replacement candidate.
- **Bond:** This precludes the employee to resign or quit the employment without completing one year of contract. The employee can resign after completing one year of contract serving one month's notice period. Meanwhile, the company can terminate the employer for any misconduct, other than breach of NDA agreement, during the course of the employment with one month's notice period.
- **Non-Disclosure Agreement:** This precludes the employee from disclosing any sort of company's confidential information, business idea or financial records with any other person, or any other identical business company. Any breach of this agreement entitles the company to take legal action against the employee and can claim damages from the employer.



Koozhampala Solutions Private Limited

To accept this job offer:

You may indicate your agreement with these terms and accept this offer by responding to this email on or before 3rd May 2018. Upon your acceptance of this employment offer, Koozhampala Solutions India Pvt. Ltd will provide you with the necessary paperwork and instructions.

The company looks for a long-term association with all its employees and expects the same from you.

Again Congratulations and welcome to Koozhampala Solutions Private Limited.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Mr Ajay Jolly

Director

Koozhampala Solutions Private Limited

March 19, 2018

Mr. Binu Sebastian
Thottiparannolil House
Arakuzha P.O.
Muvattupuzha
Ernakulam-686672

Dear Mr. Binu Sebastian,

OFFER OF EMPLOYMENT

Subsequent to the interview you had with us, we are pleased to give you an offer for the post of **Relationship Manager** at our **Head Office**. You will be on probation for a period of 6 months from the date of joining of your job.

Your Annual CTC on the post will be Rs. 1, 92,000 (One Lakh Ninety Two Thousand Only)

Basic & DA	7,162
Special Allowance	8,438
Conveyance	400
Gross Salary	16,000

You are requested to join us on or before April 16th, 2018. You are requested to submit the following documents at the time of joining

1. Copy of ID and Address Proof (Passport/Voters ID Card)
2. Copy of Age Proof
3. Copy of PAN Card
4. Copy of Certificates of Educational Qualification
5. Relieving Letter from previous employer
6. Copy of Last drawn pay slip
7. 5 Passport size recent photographs

Originals of certificates are to be presented for verification at the time of joining. Request you to sign one copy of this letter and return back to us, as a token of your acceptance of this offer. The letter of Appointment will be issued to you on the day of joining.

For Celebrus Capital Ltd

Giby Mathew
Director



I hereby agree and accept the above-mentioned terms and conditions, and I will be joining the Company on.....

Signature:

Name:

**Copy of Appointment Letters/ Offer Letters
2016 - 2017**

Vettoor Centre, T.B. Road, Kottayam, Kerala - 686 001.
Tel: +91-481-2562332, 2561041, 2564855.
Fax: +91-481-2564332. e-mail: vettoor@vettoor.in.
www.vettoorcenter.com

Dr. Vivish Thomas Ph.D., MIE, FIV, CE
Mg. Director

 **vettoor**
building a new community

ON-29

29

Ref . No. VCE (P)/ 262

Date: 19-06-2017

Varghese K L

Koottungakudayil (H)

Mudavoor P O

Muvattupuzha

PIN: 686669

Dear Varghese,

Sub: Letter of Appointment

Ref: (1) Your interview held on 26 May 2017

Further to the references above, the management of Vettoor Construction Engineers (P) Ltd. is pleased to appoint you as Asst Site Engineer Trainee wef. 19-06-2017

While welcoming you as Asst Site Engineer Trainee the management wishes you all success in your managerial, conceptual and humanitarian work achievements and expect of your fullest involvement in manpower planning, performance evaluation, grievance reprisal and implementation of management policies & decisions.

The main terms of your appointments are,

- (a) You will be reporting to Project Manager of Kosamattom Tower
- (b) You have to abide by the rules and regulations of the Company
- (c) You should not engage yourself directly or indirectly in any other business or occupation or employment, while in our service.
- (d) You will observe strict Confidentiality with regard to all official activities and matters concerned with the firm. Also you should not pass any information of the firm that may come to your knowledge in your official capacity, to others without prior permission of MD.
- (e) Your Head Quarter is at Head office Kottayam

You will be paid a consolidated amount of ₹ 7000/- (Rupees Seven Thousand only) per month.

- II. **Probation period:** You will on probation for a period of three months from the date of your joining. After three months your performance will be evaluated and depending on the excellence of your performance your remuneration may be enhanced.
- III. **TA & DA:** For all official journey TA & DA will be paid as per rules in force
- IV. **General Responsibilities.**

You have to liaison with the Project Engineer of all sites and ensure that the work is progressing as per schedule. Where ever necessary corrective actions must be taken in consultation with Senior Manager (Planning) and the Deputy General Manager concerned.

V. Your Specific Duties, Responsibilities & Accountabilities:

1. To be responsible to carry out supervision of work as assigned by Site/ Project Engineer
2. To support and supervise all activities at site from starting to end.
3. To support Site/ Project Manager in all activities.
4. To set out the site by supervising cutting and leveling and conduct site survey and road marking
5. To ensure safety standards are met in implementation of all activities.
6. To plan and coordinate daily work.
7. To coordinate concrete work by ensuring the correct proportion is maintained.
8. To ensure the mix is correct and water is adequate.
9. To allot, supervise and monitor work based on the drawings both in day and night shift
10. To act as the quantity surveyor and responsible for correct billing.
11. To maintain the measurement book (M- Book) daily.
12. To send details of M- book such as quantity, total price etc. to project head.
13. To calculate sub contractors turnover and send to Site/ Project Engineer
14. To be responsible for preventive maintenance of all equipments, machines and tools in coordination with equipment in charge.
15. Any activity/work assigned by the management.

- VI. **Notice Period:** You are required to give one month advance notice for leaving the job. However the Management may terminate your service without giving any notice, for valid reasons.

Please sign and return duplicate copy of this letter in token of your acceptance.

Looking forward to a rich, long standing and mutually beneficial relationship

Yours sincerely

For Vettoor Construction Engineers (P) Ltd

HRD



CS-03 : 8
CS 8



9th March 2017

Conditional Offer Letter

Maria Rose Joseph
Parathazham House
Karimannoor PO,
Thodupuzha-685581

Dear Maria Rose Joseph,

Further to the interview you had with us, we are pleased to make a conditional offer to you for the position, **Trainee Software Engineer**. The regular Offer Letter will be sent once you submit the soft copies of the certificates of all qualifying examinations.

The terms and conditions governing you are given below:

1. Your eligibility to avail the regular offer letter is subject to your having secured a certificate of completion as declared by your Institution/University with minimum 65% on an aggregate and without any back logs.
2. Remuneration: Your Cost to Company on joining Experion will be **Rs.300,000/- (Rupees Three Lakhs only) per annum**.
3. Posting: Your posting will be either at our Trivandrum or Cochin offices based on our project demands.
4. Training Period: You will be on training for a period of 6 (six) months from the actual date of joining. Your performance will be reviewed periodically during this period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.
5. Probation Period: On successful completion of the training period, you will be placed on probation for a period of 6 (six) months with a role promotion to '**Associate Software Engineer**'. The management will evaluate your performance during the probation period, and in case your performance is not up to the desired level, the period may be extended further. On successful completion of your initial or extended probation period, you may be absorbed in the regular cadre of the company on such terms and conditions, as may be decided by the company.
6. Service Commitment Agreement: You will be required to sign a Service Commitment Agreement on joining, wherein you agree that you shall continue to serve the Company for a minimum period of two (2) years from the date of joining, failing which you shall pay

Experion Technologies (India) Pvt. Ltd.
407, 4th Floor, Thejaswini, Technopark
Trivandrum - 695 581, Kerala
www.experionglobal.com

T: +91 471 3047317
F: +91 471 3047314
hr@experionglobal.com
CIN: U72200KL2006PTC019336



- a sum of Rs.200,000/- (Rupees Two Lakhs only) as liquidated damages to the Company.
7. You are required to maintain the highest order of discipline and confidentiality as regarding the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Confidentiality Agreement on your joining.
 8. You will also be governed by the standard policies and conditions applicable to the company as existing now and as may be amended from time to time.
 9. This offer has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

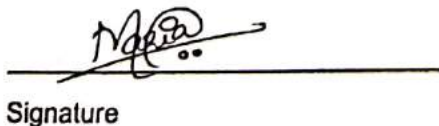
We welcome you to build an exciting career with Experion Global and wish you a very bright career with us.

For Experion Technologies (I) Pvt. Ltd.,



Jijo Joseph
Manager – Human Resources

I, Marica Rose Joseph acknowledge that I have read, understood and accept this offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

15/3/17
Date

Reference No DCT/CP/1624

26 - 10 - 2016

Offer of Employment by Digital Core Technologies Pvt. Ltd.

Dear Jobin Jose,

I am very pleased to confirm our offer of employment to you, with Digital Core Technologies Pvt. Ltd. (the "**Company**"), in the position of "Engineer Trainee". The terms of our offer and the benefits currently provided by the Company are as follows:

1. **Training:** You will have four Month training, starting from the day of joining. The training is to equip the candidate to be job-ready.
2. **Starting Salary:** During training you are eligible for a monthly stipend of **Ten Thousand Rupees (Rs 10,000)**. On successful completion of the training, you will be on-board and will be eligible for regular salary from then. The starting CTC will be **Three Lakh Rupees (Rs. 3,00,000)** per year and will be subject to periodic review and adjustment in accordance with the Company's then-current policies.
3. **Benefits:** You will be eligible to participate in regular health insurance, PF and other employee benefit plans established by the Company for its employees from time to time.
4. **Confidentiality:** As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will need to sign the Company's standard Employee **"Confidentiality and Intellectual Property Assignment Agreement"** in the form attached here to as Annexure B as a condition of your employment.

5. **Employment.** The company look forward for a long-term working relation with you. On accepting this offer, you are agreeing to work with Digital Core Technologies, or with our clients as assigned by the company, for at-least two years after completion of training.

Even though company will be incurring an expense, equivalent of Rs. 2,50,000 (Two Lakh Fifty Thousand) per candidate for the training, you do not have to pay any training charges to company if you work with the company for a minimum of two years after completion of the training. In case you leave before two years, you shall pay compensation towards the training expenses company incurred for you, as defined below.

- a. If candidate leave before completion of one year period, the compensation amount to be paid shall be Rs. 1,00,000 (One lakh).
- b. If candidate leave after completion of one year, but before completion of two years, the compensation amount to be paid shall be Rs. 50,000 (Fifty thousand).

While we look forward to a long term professional relationship, should you decide to accept our offer, you will be an at-will employee of the Company, which means the employment relationship can be terminated by either of us for any reason, at any time, with minimum of two month prior notice and with or without cause. Any statements or representations to the contrary (and any statements contradicting any provision in this letter) should be regarded by you as ineffective. Any modification or change in your at will employment status may only occur by way of a written employment agreement signed by you and the Officer-in-charge of the Company.

6. **Condition of Hire.** The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with company. Further, if you have any trade or business interest with relations and have any existing connection or future connection with the company as suppliers, dealers, agents, or contractors thereof, you are obligated to disclose such connection to the company at the time of joining, if there is a present connection and inform the management of the company on becoming aware of any proposed transactions through such relations in the future.

7. **Entire Agreement.** This offer letter and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this offer, and supersede any and all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

8. **Acceptance.** This offer will remain open until 31st of October 2016, Monday.

The Company reserves the right to change or otherwise modify, in its sole discretion, the preceding terms of employment, as well as any of the terms set forth herein at any time in the future.

We look forward to the opportunity to welcome you to the Company.

Very truly yours,

For Digital Core Technologies Pvt Ltd.



I have read and understood this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as part of my employment offer except as specifically set forth herein.

Sign: _____

Name: _____

Date: _____

Attachments:

Annexure A: Salary Breakup

Annexure B: Employee "Confidentiality and Intellectual Property Assignment Agreement"

Annexure A:

Salary StructureName: **Jobin Jose**Designation: **Engineer (Trainee)**

Salary Components	Salary INR (PA)	Salary INR (PM)
Monthly Entitlement:		
Basic	78,000	6,500
HRA	31,200	2,600
Special Allowances	75,400	6,283
Conveyance Allowances	12,480	1,040
Flexible Compensation Plan*	62,920	5,243
Monthly Total	2,60,000	21,667
Quarterly Variable Pay **	40,000	
Total CTC	3,00,000	

Note:

(*) Flexible Compensation Plan: comprises of LTA, Books / Periodicals & Professional Development Reimbursement, Medical Reimbursement, Telephone Reimbursement etc., as per the company guidelines.

(**) Quarterly Variable Pay: Variable Pay actual amount will depend on the Company's and Individual's performance during the Quarter and will be paid at the end of respective quarter.

For Digital Core Technologies Pvt. Ltd.

(Authorised Signatory)

3rd Floor, Ajiyal Complex
Near Post Office, Kakkanad
Kochi 682030

CIN : U72200KL2014PTC036975
Phone: 0484 2986035
Web: www.dicortech.com

17th October, 2017

Mr. Sreejesh T R
Thazhathottiyil (H), Vaddakummuri,
Thodupuzha East P O

Dear Mr. Sreejesh,

Sub : Appointment as "Engineer Trainee"

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Engineer – Trainee" subject to the terms and conditions, hereinafter contained :

This appointment as "Engineer Trainee" shall be for a period of Twelve Months commencing from 25th October, 2017

You will initially report at our M/s. Tayana Software Solutions Pvt. Ltd., Jupiter Innovision Center, No. 54, Richmond Road, Bangalore – 560 025 to Ms. N Saralla of Human Resources Department. However, the management may in the course of your training require you to report at such other locations or to an Affiliate / Group Company, in or outside India.

You shall receive a total sum of Rs.3,00,000/- (Rupees Three Lakhs Only) per annum. The break up of your payment is .

- Fixed Cost of Rs. 2,50,000/- per annum (Rupees Two Lakhs Fifty Thousand Only) – payable on monthly basis on or before the 7th of every month.
- Performance Pay of Rs.50,000/- (Rupees Fifty Thousand Only) per annum subject to your performance achievement level, discretion of management and to be on rolls at the time of disbursement.

The payment shall be made subject to deduction of statutory dues, as may be applicable. All tax liabilities arising out of this payment shall be borne entirely by you.

TAYANA SOFTWARE SOLUTIONS PRIVATE LIMITED
CIN : U72200 KA 2000 PTC 027196

Regd. Office: No. 54, Richmond Road, Bangalore - 560 025. Tel : +91 80 2559 4911-16, Fax : +91 80 2559 3418
Web : www.tayanasoftware.com. email : cs@tayana.in



During the period of training, you will have to make your own arrangements for lodging and boarding at the designated place of training. However, when you are required to travel / tour, out of your place of training, all reimbursement / allowances shall be as per the applicable rules of the Company. Holidays and leave of absence shall be as per the Company rules and policy, as may be applicable from time to time.

You shall during the period of training not engage directly or indirectly in any trade or business or undertake any employment. Breach of this condition shall lead to termination of this appointment by the Company without any notice or compensation.

During your training period, you will be eligible for leaves as per company rules. In the event, you would like to avail leave for more than 3 days, you are required to take a written approval from the reporting manager three days in advance and if you are on sick leave it is your responsibility to keep your reporting manager informed. In case, we do not hear from you on your absence, the company is forced to take restrict action as required. Company will not tolerate any indiscipline from the employee.

During the period of your training, you would have access to documents, files, records, software programs and other information (of a financial, commercial or other nature) relating to the business of the Company that is proprietary and a trade secret of the Company. You shall maintain the confidentiality of all data / information with respect to the Company or its operations, failing which this Appointment shall be terminated without any notice or compensation.

During the period of training or on termination of this appointment, for any reason whatsoever, you will not communicate or permit the communication to any person who is not legally entitled thereto any information relating to the trade secret information and affairs of the Company.

Your performance will be evaluated every quarter , if found unsatisfactory, this appointment is liable to be terminated by the Company on giving you one month's notice in writing or in lieu thereof one month's stipend shall be paid to you.

A handwritten signature in dark ink, appearing to be a stylized 'S' or 'X' shape, located at the bottom center of the page.

On completion of the training period and after an evaluation of your performance, the Company may at its discretion by a letter extend or terminate the training, or confirm your services in the Company, subject to availability of suitable vacancies, in terms of the letter of appointment to be issued. If such a letter is not issued to you within 10 days of the completion of your training period, it shall be deemed that your training stands terminated.

This offer is made to you assuming that you will secure an aggregate of 65% in all semesters failing which the offer is withdrawal without notice. You are required to furnish your semesters mark sheets to the HR Department immediately once you receive from your college.

If your services are confirmed, your annual remuneration will be fixed as per the Company norms and you shall be entitled to such benefits and perquisites as may be applicable to your grade and position, as per the Company policy and rules.

In the event of your being selected for overseas training you shall sign a Service Agreement, as per the rules of the Company.

This appointment is liable to be terminated by the Company on giving you one month's notice in writing or in lieu thereof one month's stipend shall be paid to you.

The Company will incur the costs and expenses of your training. In the event of failure on your part to complete the training as per this appointment, the company shall be entitled to treat the same as a breach and you shall be liable to refund to the company the sum of Rs. 90,000/- (Rupees Ninety Thousand Only) as liquidated damages, without prejudice to any other relief that the Company shall be entitled to seek under law.

You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agents, Clients, Customers, resellers, dealers, vendors, suppliers, subcontractors or the like by whatever name.

During the period of your training with the Company, you shall not either give or accept any gifts or favors from any source. You shall abide by and comply with all the rules of conduct and regulations of the Company as applicable and maintain utmost discipline and good conduct. Any act in the violation of the same will be



Tayana
software solutions

deemed to be a breach of contract and the Company shall execute its right to terminate this appointment.

At the time of reporting for training, please ensure to bring the following:

- Xerox copy of proof of date of birth & educational qualifications together with the originals (SSLC, Degree and All semesters)
- Three stamp-sized and three passport sized photographs.
- Proof of Permanent Address

This offer of training is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of the training by the Company without any notice to you or any compensation in lieu thereof.

It may be noted that if you do not return the duplicate copy of this letter on or before the date specified, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date.

If the terms of our offer are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance. In case of acceptance of this offer, you will have to join our services on or before **25th October, 2017**

Yours sincerely,


K M George
Executive Director & President

Diamond

Engineering Company

A Grade Electrical Contractors & Engineers

Parry Junction, Cochin - 682 005 | E-mail : diamondenggcompany@gmail.com

52 14

Licence No. CA - 410

CPR Approved Panel Builders

Phone : 94464-2230756, 30599556

Mobile : 9388619254

EMPLOYMENT CONTRACT

To,

Date : 05.06.2017

Aravind Poozhikkal
Alckara Ramaneeyam
Cheriya Pallamthuruth,
North Paravur P.O. - 683513.
Ernakulam, Kerala.

Dear Mr. Aravind Poozhikkal,

Congratulations! We are pleased to confirm that you have been selected to work for Diamond Engineering Company. We are delighted to make you the following job offer.

The position we are offering you is that of Electrical Engineering Technician at a monthly salary of Rs. 10,000 per month with an annual cost to company Rs. 1,20,000.00. Your working hours will be from 9 AM to 6PM, Monday to Saturday.

We would like you to start work on 19.6.2017 in our office at Parry junction, Thoppumpady. If this date is not acceptable, please contact me immediately.

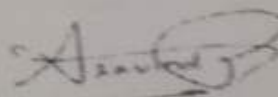
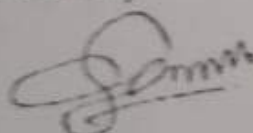
Please sign the enclosed copy of this letter and return it to me by 9.6.2017 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

We welcome you to Diamond Engineering family.

Yours faithfully

Accepted



For Diamond Engineering Company,
FOR DIAMOND ENGINEERING COMPANY,

A RAVIND P

Proprietor



HRD/3T/17-18/11491125

Ms. Amiya Varghese
Candidate ID: 11491125
Azhikal
R.C. Road, Karuvelipady, Kochi
Ernakulam - 682005
Kerala
India
Ph: (91) 96339 09976

November 16, 2017

Dear Amiya,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2017.11.16 12:06:41 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/17-18/11491125

November 16, 2017

Ms. Amiya Varghese
Candidate ID: 11491125
Azhikal
R.C. Road, Karuvelipady, Kochi
Ernakulam - 682005
Kerala
India
Ph: (91) 96339 09976

Dear Amiya,

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:

Joining

Your scheduled date of employment with us will be **December 04, 2017**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2017-18 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

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 programme 2016-2017. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Amiya Varghese
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE- II
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Amiya Varghese
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

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)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	23,551

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





JOCYT AEROSPACE

OLAMATTOM, THODUPUZZHA - 685 584, IDUKKI Dt., KERALA, INDIA

Ph : 04862 - 222724, 226355, Fax : 91-4862 - 223524, Mobile : 9447026355

E-mail : jocyt@vsnl.com, www.jocyt.in

TIN : 32061382075

C.S.T.No. 32061382075 C

Manufactures : **PRECISION COMPONENTS**

JA/EM/09/17

08/07/2017

Mr. Akhil Mathew
Vadai(H)
Udumbannoor- P.O.,
Pariyaram, Thodupuzha- 685595

Dear Mr. Akhil Mathew,

We have great pleasure in appointing you as "Engineer Trainee" at our works.

Your training period will be for a period of one year and you will be confirmed thereafter.

You will be paid a consolidated salary of Rs8,000/- month during the first Year. Leave will not be granted during this period. If you are forced to take any leave your training period will be extended

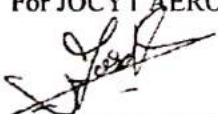
On confirmation you will be paid Rs. 9,000/- per month.

You will have to serve the company for a period of two years after your confirmation, failing which you will have to pay Rs.2,00,000/- to the company.

You may report for duty on 03/07/2017.

With regards,

For JOCYT AEROSPACE


JOSEPH T. CYRIAC, B.Sc.(Engg.)
Managing Partner

JOCYT AEROSPACE
OLAMATTOM, THODUPUZZHA
KERALA - 685 584

JOCYT AEROSPACE
OLAMATTOM, THODUPUZZHA
KERALA - 685 584



HRD/3T/17-18/11491655

Ms. Nihala K N
Candidate ID: 11491655
Paravoorkavala
Kuttimackal(H),Thottakkattukara P.O,
Aluva - 683108
Kerala
India
Ph: (91) 90371 15182

November 16, 2017

Dear Nihala,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2017.11.16 15:14:11 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/17-18/11491655

Ms. Nihala K N
Candidate ID: 11491655
Paravoorkavala
Kuttimackal(H),Thottakkattukara P.O,
Aluva - 683108
Kerala
India
Ph: (91) 90371 15182

November 16, 2017

Dear Nihala,

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:

Joining

Your scheduled date of employment with us will be **December 04, 2017**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 29,166 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2017-18 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

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 programme 2016-2017. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

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 name Location

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

ANNEXURE- I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Nihala K N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE - II
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Nihala K N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	8,320
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	12,475
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,790
MONTHLY GROSS SALARY	23,685

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)	94

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,130
GRATUITY - 4.81% of (Basic + FDA)	453
FIXED GROSS SALARY (FGS) (1+2+3)	25,362

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,268	2,536	3,804
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			26,630
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			27,898
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			29,166

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





RENAULT

26 June 2017

Mr.Dalin Robert
Koottinal House,
Ottalloor.P.O,
Karimkunnam - 685 586

Dear Mr.Dalin Robert

This is an offer of employment as a Marketing Executive at Renault India Private Limited.

In your position as Marketing Executive, you will report to John Mathew, Marketing Manager.

We are offering you a base salary of Rs16000/-per month.

Your joining date will be 15 July 2017

Welcome to Renault and wish you a very successful career with us.

Sincerely

A handwritten signature in dark ink, appearing to be 'Ajas', is written below the word 'Sincerely'.

Ajas Kassim

(Human Resource Manager)



Kallara Service co operative bank No. 3123

12 January 2017

Melbin Mary Stephen
Pazhukayil House,
Kurumulloor P.O,
Kottayam - 686 632

Sub: Offer Letter for the position of Magement trainee

Dear Mr. Melbin Mary Stephen

We are pleased to offer you the position of Magement trainee as discussed by us you are requested to join us on February 25 2017, if there is any change in the date of joining, changes can be taken under consideration.

Your total Gross salary will be Rs 11,000-(eight Thousand only) per month. Subject to various deductions as per government policy.

The roles and responsibilies and other terms and conditions of your employment will be specified in your letter of appointment.

We welcome you to the Kallara Village Co-Operative Bank Family and hope it would be the beginning of a long and mutually beneficial association.

kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

Yours truly

Sidharth Sharma. H.R. Manager.

**Copy of Appointment Letters/ Offer Letters
2015 - 2016**

APPOINTMENT LETTER

Date: 16/08/2016

Dear Ms. Ashna Mathew,

We are delighted to have you onboard & become a member of our team.

With reference to your application & subsequent interview with us, we are pleased to appoint you as project engineer in our organization with effect from 1st September 2016 on the following terms & conditions:

- You will be on training for a period of three months of joining work, but if the management is not satisfied with your work & conduct, your services shall be liable to termination without notice at any time during or on completion of the training period.
- You shall be paid a consolidated salary of Rs.7000/- (Seven Thousand Rupees Only) per month during the training period.
- Your initial place of work will be at our office. However, your services are transferable to any office/site/in the country within the company at any time.
- If your services are found satisfactory during the training period, you will be confirmed in the present position with revised pay -scale of Rs. 13000/- (Thirteen Thousand Rupees Only) which will be decided by the management at that time.

We look forward to a long & happy association.

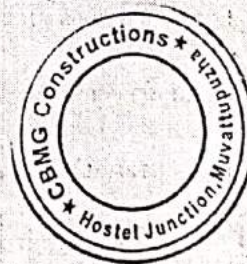
For CBMG CONSTRUCTIONS

CIMMI GEORGE
PROPRIETOR



Copy to:

1. Ms. Ashna Mathew
2. Placement and Training Cell, VICET
3. File



29-Apr-2016

Dear Greeshma Antony,
B.Tech, Computer Engineering
Viswajyothi College of Engineering and Technology



Candidate ID - 9082791

In continuation to our discussions, we are pleased to offer you the role of Engineer Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (TR) of Rs.335,005. This includes an annual incentive indication of Rs.20,000 as well as Cognizant's contribution of Rs.18,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (TR) would stand revised to Rs.380,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.18,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note that this appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

V R Sriram

Sriram V Rajagopal

SVP - Human Resources

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

Signature :

Date:

Annexure A

Name: Greeshma Antony

Designation: Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	62,460
3	Special Allowance*	7,779	93,348
4	Conveyance Allowance*	800	9,600
5	Medical Allowance*	1,250	15,000
6	Company's contribution of PF #	1,041	12,492
7	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		13,000
	Gratuity		5,005
	Annual Total Remuneration		335,005

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

- Floating Medical Insurance Coverage of **Rs.250,000** per annum for self and maximum of 3 dependents
- Round-the- Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

Ref: HRD IT/OF/111/1606
Date: 24 June 2016

Georgekutty Joyes,
Kulangattil Hooose,
Kadavoor P.O,
Paingottoor-686671

Letter of Offer and Terms of Employment

Dear Mr. Georekutty Joyes,

Thank you for exploring career opportunities with **HIFX IT & Media Services Private Limited**, hereafter referred as **HIFX**. You have successfully completed our selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You are selected for the position of **Software Engineer- Trainee**. If you accept this position, your monthly cost-to-company will be **Rs. 2,40,000/-** (Two Lakhs Forty Thousand Rupees Only) and the details salary break-up is stated on Annexure 1: Gross Salary Sheet. Your scale of pay may be suitably revised by the Company based on performance reviews. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure 2: Terms of Employment.

Please get in touch with within 2 days, and confirm your acceptance of this offer by signing and returning Annexure 4: Acceptance Letter to this offer letter. Your date of joining shall be **04 July 2016**. If you fail to join by the date this offer shall stand cancelled. Detailed contact address of the company is stated in Annexure 5: Contact Details.

Please note this offer will lapse if it is not accepted within 2 days. In the event of any delay in your acceptance of this offer, HIFX shall have the sole discretion to determine if this offer is open to you.

Thank you for your interest in working at HIFX IT & Media Services (P) Ltd. We hope you will accept this offer and look forward to a long and mutually beneficial association with you. We look forward to hearing

Yours sincerely,
For HIFX IT & Media Services (P) Ltd.



Mr. Jerry Williams
Chief Executive Officer

Name: Ann Maria Manuel



Business-friendly Solutions
STRICTLY PRIVATE & CONFIDENTIAL

Ref: Appt/I3L/C164/2015-16

Date: 30-January-2016

Ms. Ann Maria Manuel
So/Do Biju Varghese
Kunnamkott House, Nediyasala PO,
Thodutuzha-685608

Sub: Appointment Letter

Dear Ann ,

We are pleased to offer you appointment as Associate IT Consultant (Grade "IS1") in the management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from 11-July-2016.

Please note that your base location will be Bangalore and work location will be Bangalore.

1. **This appointment is subject to**

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. **Quality Certification Program Test**

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the "Quality Certification Test" (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company's intranet.

You shall be required to pass the QCT.

- a) Prior to your first appraisal or six months from your date of joining the organisation, whichever is earlier, and
- b) Within a maximum of three (3) attempts.
- c) With a pass percentage of 70%.



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In case you are unable to clear the QCT within above-mentioned criteria, you will not qualify for the receiving appraisal benefits (Salary increments / Performance Effectiveness Pay - PEP) for that appraisal cycle. Further, the Company reserves the right to terminate your services without giving notice period or salary in lieu of notice period.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company's rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period. For the purpose of this clause "unauthorised leave" means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable for you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others.

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a) Leave Travel Assistance

Leave travel assistance (LTA) of Rs.11000/- per annum on your becoming eligible for the same. LTA for the previous financial year will be paid pro rata (based on nos. of days worked in financial year) along with April salary for the next financial year.

b) Hospitalisation Insurance

You will be covered under Company's - Group Health Insurance scheme, upto Rs. 3 Lacs pa.

c) Bonus

All eligible employees are paid bonus in accordance with Section 31A of the Payment of Bonus Act, 1965. If you are an eligible employee entitled to receive statutory bonus, you shall be paid on an annual basis bonus in accordance with Section 31A of the Payment of Bonus Act, 1965.

d) Increments

Annual Increments are payable at the sole discretion of the management of the company. (Currently, it is effective April every year but is subject to change as per the policy of the company applicable from time to time in this regard).

1. In case you have joined the Company during Apr – Sept, you will be eligible for annual salary increments in the forthcoming annual increment cycle effective Apr as per the applicable policy (currently the increment factor is 0.5 – point five of the declared increment amount applicable for the grade / level / performance etc, and is subject to review from time to time as per decision of the company)
2. In case you have joined the Company during Oct -Dec, you will not be eligible for any Salary Increments in the immediate annual appraisal cycle (April.).
3. In case you have joined the Company during Jan-Mar, you will not be eligible for appraisal in the immediate April appraisal cycle and hence not entitled to any Salary Increments.

e) Leave/Leave Accumulation/Leave Encashment

- (i) You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time.
 - (ii) The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.
- f) You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Gratuity

You will also be eligible for Gratuity as per the payment of Gratuity Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

As per the company records your date of birth is considered as 30-August-1994. and the date of birth declared by you in your application for all employment related purpose will be conclusive and no alteration shall be permissible at any time.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at anytime send you on deputation in India or abroad.

9. Others

- a) Your service with the Company will be governed by the Company's Rules and Regulations as applicable at the time. Your duties will be laid down by the Management of the Company.
- b) You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- c) In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you.
- d) You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, specially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's

business or the business of any of the Company's client(s), and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

- e) If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company.



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You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.

- f) You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of particular importance in the course of your employment with the Company.
- g) The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the work place. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- h) You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- i) The Company's business may require you to travel abroad and if it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- j) The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.
- k)
 - a. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non disclosure agreements executed with any customer /client of the company during your service with the Company.
 - b. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,



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- iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
- iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity, firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship, with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.

Provided that nothing in this Clauses c & d shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- l) You are also requested to intimate Company about your Permanent Account Number (PAN) for Salary - Income Tax purposes. In case you do not have any PAN allotted, you are requested to apply for the same immediately.
- m) The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- n) If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement which shall remain in full force and effect.

You will join the Company on 11-July-2016. Your initial place of posting will be at Bangalore.

You are requested to report to, **Gowrishree at Samaveda**. On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- (i) Completion of joining formalities
- (ii) Submission of various documentary evidence as may be required by the Company
- (iii) Acceptance of Company's policies on
 - a) Electronic mail
 - b) Internet access
 - c) Confidentiality
- (iv) Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining. You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Name: Ann Maria Manuel



Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by 11-July-2016 as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by 11-July-2016. Our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.

Yours faithfully,
ITC Infotech India Limited


Ramesh Sreedhar
General Manager-Talent Acquisition

AUTHORIZATION:

I, ANN MARIA MANUEL, authorize ITC Infotech India Limited and its representatives to conduct a pre or post employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: 

DATE: 18-05-2016

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: 

DATE: 18-05-2016

DECLARATION:

I am not a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am not a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I have not been earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: 

DATE: 18-05-2016



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- 4) Leave Travel Allowance of Rs. 11000/- is paid as per company policy, Prorata for the previous financial year along with April salary of the following financial year.
- 5) All eligible employees are paid bonus in accordance with Section 31A of the Payment of Bonus Act, 1965. If you are an eligible employee entitled to receive statutory bonus, you shall be paid on an annual basis bonus in accordance with Section 31A of the Payment of Bonus Act, 1965.
- 6) ITC Products & Services - this scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy.
 - a) The scheme works on the principle of 25% discount. What this implies is that for a full year of service(prorated in case where there is no full year of service) if you buy ITC's products/services for Rs.5000/- per annum and you may submit bills and you will be reimbursed a maximum sum of Rs. 1250/-.
 - b) The Reimbursement amount are based on assumption that you are availing the benefit upto the entitlement as per the respective policy. If you do not avail the benefit, the amount mentioned is non-encashable.
- 7) You will also be eligible for Gratuity as per the payment of Gratuity Act.

Name: Ann Maria Manuel



(16)

Annexure
Employee Consent Form

I ANN MARIA MANUEL confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks;
- Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- Any action required in the context of my employment with ITC Infotech;

I also agree and allow ITC Infotech to share my Personal Information to any third party(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____

18-05-2016



(49)

56

Offer: Computer Consultancy Opportunities with TATA Consultancy Services Limited
Ref: TCSL/CT20141150582/Trivandrum
Date: 23/03/2016

Ms. Aswathi S Nair, Assistant System Engineer - Trainee in Grade Y, will be working on projects across any of the business units of TCSL.
Keezhethu House, Mudavoor P O, Muvattupuzha,
Ernakulam-686669,
Kerala.
Tel# 91-9745875078

Dear Aswathi S Nair,
If you do not respond to this offer within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
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 **₹3,33,475/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

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

TCS Confidential
TCSL/CT20141150582 TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 redistribute 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 ₹4,080/- 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. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

TCS Confidential

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Vismaya Building 6th Floor, Infopark, Kusunagiri PO., Kochi 682 030 India

Tel: 0484 654 5000 Fax: 0484 654 5255 Website: www.tcs.com

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

TCS Careers Service-line: 1800 209 3111 Email: careers@tcs.com



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹4,370/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹3,800/-. 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

2. Quarterly Variable Allowance

Your variable allowance will be ₹400/- 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 Initial Learning 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.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹5,000/- per insured person and hospitalisation expenses up to ₹95,000/- per insured person.

ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two 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 dependants will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹7,00,000/- 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.

* The above Health Insurance Scheme is subject to revision.

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Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

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TERMS AND CONDITIONS

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Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% 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. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

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

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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.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

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.

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7. Increments and Promotions

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

8. Alternative Occupation/Employment

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

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

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 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period 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.

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If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

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

13. TATA Code of Conduct

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

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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17. Employment of Non Indian Citizens

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

18. Background Check

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

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

- 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.

- Standard X and XII mark sheets

- 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

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

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20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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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

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres

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GROSS SALARY SHEET

Annexure 1

Name	Binal John
Designation	Assistant System Engineer-Trainee
Institute Name	Vishwajyothi College Of Engineering And Technology, Vazhakulam

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary		
Bouquet Of Benefits #	10,200	1,22,400
2) Performance Pay **	11,100	1,33,200
Monthly Performance Pay		
Quarterly Variable Allowance*	3,800	45,600
3) City Allowance	400	4,800
4) Annual Components/Retirals	200	2,400
Health Insurance	NA	4,500
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	25,075
TOTAL GROSS	27,415	3,33,475

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.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	4,370	52,440
GROSS BOUQUET OF BENEFITS	11,100	1,33,200

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Offer: Computer Consultancy
Ref: TCSL/CT20141156836/Trivandrum
Date: 23/03/2016

Ms. Bimal John
Muzhickachalil Chittoor,
Arikuzha,
Thodupuzha-685608,
Kerala.
Tel# 4862-278025

Dear Bimal John,

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 **₹3,33,475/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

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

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COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 redistribute 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 ₹4,080/- 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. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹4,370/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

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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 Initial Learning Programme.



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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.

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹5,000/- per insured person and hospitalisation expenses up to ₹95,000/- per insured person.

ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two 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 dependants will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹7,00,000/- 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.

* The above Health Insurance Scheme is subject to revision.

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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.

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However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

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

6. Compensation Structure/Salary components

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



7. Increments and Promotions

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

8. Alternative Occupation/Employment

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

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

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 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

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

13. TATA Code of Conduct

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

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



17. Employment of Non Indian Citizens

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

18. Background Check

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

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

- 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.

- Standard X and XII mark sheets

- 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

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres

TCS Confidential

TCSL/CT20141156836

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusunnagiri PD., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



GROSS SALARY SHEET

Annexure 1

Name	Bimal John
Designation	Assistant System Engineer-Trainee
Institute Name	Vishwajyothi College Of Engineering And Technology, Vazhakulam

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	11,100	1,33,200
2) Performance Pay **		
Monthly Performance Pay	3,800	45,600
Quarterly Variable Allowance*	400	4,800
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	25,075
TOTAL GROSS	27,415	3,33,475

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.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	4,370	52,440
GROSS BOUQUET OF BENEFITS	11,100	1,33,200

TCS Confidential

TCSL/CT20141156836

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusunmagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com

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Annexure 2

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



HRD/3T/16-17/10800659

Ms. Chinju George
Candidate ID: 10800659
Eratteparambil House, Payyanadam Post,
Mannarkkad,
Palakkad - 678 583
Kerala

May 27, 2016

Ph: (91) 82814 86571

Dear Chinju,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

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

Digitally signed by LOBO RICHARD
Date: 2016.05.27 14:08:40 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/16-17/10800659

May 27, 2016

Ms. Chinju George
Candidate ID: 10800659
Eratteparambil House, Payyanadam Post,
Mannarkkad,
Palakkad - 678 583
Kerala

Ph: (91) 82814 86571

Dear Chinju,

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:

Joining

Your scheduled date of employment with us will be **June 27, 2016**.

Location

Training Location- Your reporting location for the foundation training will be Infosys, Mysore Development Centre. However your location of training can be shifted to any one of the other Development Centres of Infosys at any stage during the course of your training. In the event of a change in location, you shall be duly intimated of such change.

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 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 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.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) which ranges between 5% and 15% of your Fixed Gross Salary, based on your performance in the training. 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2016-17 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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 4,00,000** 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 150**.

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

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 months' 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.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

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 programme 2015-2016. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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.

Yours sincerely,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

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 name Location

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

ANNEXURE - I
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Chinju George
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

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)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	23,551

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

ANNEXURE- II
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Chinju George
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

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)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	978	1,957	2,935
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			20,543
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.



LUNAR RUBBERS PRIVATE LIMITED



OFFER LETTER

Mr. Blaise Solomon
Kalathil House
Pallithode P.O.
Alappuzha.

Dear Mr. Blaise Solomon

With reference to your application dated 25.04.2016, we are pleased to inform you that you are hereby appointed as Production Supervisor Trainee of our company with effect from 01.07.2016.

As Production Supervisor Trainee, you will report to the General Manager Production, Kerala. Your primary responsibilities are (a) Identification of articles to be produced, (b) Raw materials arranging as per production plan (c) Production process supervising (d) Quality control (e) Production report to Factory office and any other duties assigned from time to time by the GM (Production).

You will be on training for a period of six months during which, you will be paid a consolidated sum of Rs.10,000/- per month as stipend. After successful completion of training, probation period will start for another six months. On satisfactory completion of probation, your appointment will be confirmed and you will be eligible for PF and ESI etc. Employment during the probationary period is subject to termination without notice or pay in lieu of such notice

Please feel free to ask for clarification for anything you are not sure of. Confirmation from your end by sending a copy of this letter duly signed as a token of acceptance is required to complete the process of appointment.

Yours faithfully,

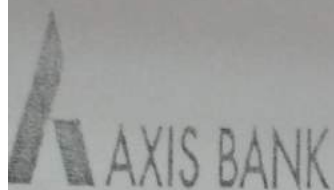
Manager (HR)

Thodupuzha
06.05.2016



Matha Shopping Arcade, Thodupuzha, Kerala - 685 584, India, Ph: Office: +91 4862 - 222474, 224116
Fax : +91 4862 - 223540, e-mail: info@lunars.com, www.lunars.com

CIN : U25199KL1993PTC006904



Date: 12-June-2016

Eemon Baby
Mangattuputhenpurayil House,
Oliyapuram.P.O,
Koothattukulam - 686 662

Dear Mr. Eemon Baby

Re: Letter of Offer and Terms of Employment

Thank you for exploring career opportunities with Axis Bank .You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of Marketing Executive. Your gross salary including all benefits will be Rs. 315,787/- per annum. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer by, proposing your date of joining and signing Annexure-3. If not accepted within 7 days of receipt, You may hand over your acceptance letter to the HR Officer/ Induction Officer at any of our offices (as per annexure-2).

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

Sincerely,

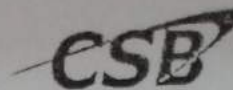
Suresh Mehra
Human Resources Manager



The Catholic Syrian Bank Limited

Registered Office: Thrissur

No.S/O/App/322 /2016



Staff Department, Thrissur

07th January 2016

Mr/Ms. Harikrishnan V

Envhackal House,
Thamarachal,
Kizhakkambalam P O,
683562, Aluva

Dear Sir/Madam:

Final Appointment - Trainee Officer (Marketing)

We are pleased to inform that, in terms of the Provisional Appointment Order issued to you and on successful completion of the induction training programme conducted by NIIT you are posted as Trainee Officer (Marketing). You are advised to report for duty on 18.01.2016 at 09.30 am at the branch/ office specified below.

**The Catholic Syrian Bank Ltd
Mannanthala branch
Rajeevam Shopping Complex
UP XIV/716
Mannanthala P O
Thiruvananthapuram
Kerala
695015**

You will be on probation for a period of two years on a consolidated stipend of Rs.20,000/- per month. Your confirmation after the probation period will depend on:-

1. Attainment of your monthly marketing business budget comprising opening of 5 Savings Bank/ Current Account Deposit accounts with a minimum average balance of Rs. 5,000/- per account. Besides, 10 activation/ on-boarding of Mobile/ Net Banking accounts of existing/ newly canvassed accounts. Accounts opened in excess of the allotted monthly budget are allowed to be carried over to the next month/ year. Accounts opened in the Branch in the normal course by walk-in customers are not permitted to be included as attainment in this regard. Accounts can be canvassed in any Branch of the Bank. Performance in cross selling of insurance products will be keenly watched and taken into account for assessing the overall performance. (Business budget for those who are posted as verticals will be allotted by their respective business team)
2. Successful completion of 3 courses in the e-Learning platform of the Bank.
3. Compliance of the directives issued by the Bank from time to time.
4. Your level of awareness about the directives/ guidelines/ products of the Bank as laid down in the Bank's Circulars. You are expected to keep abreast of the developments in this regard by regular reading of the Bank's Circulars.



On successful completion of the probation period based on your performance, you will be confirmed in Grade-I (Junior Management Scale-I), and posted at any one of our Branches/

The Catholic Syrian Bank Ltd.

Staff Department, Head Office, CSB Bhavan, Thrissur-680 020, Kerala

Tele: 91-487-2333020 Fax No: 91-487-2333170 e-mail: staff@csb.co.in website: www.csb.co.in