

  
**MES INSTITUTE OF MANAGEMENT**

**“Vidyavihara”, #25/1,17<sup>th</sup> Main, II Block, Rajajinagar, Bangalore-560010**

**Details of placement of outgoing students during the year 2021-2022**

SI No	Name of student placed	Program graduated from	Name of the employer
1	A B Prathima	B.com	Northern Trust
2	Ambika L	B.com	Northern Trust
3	Amogh M S	BBA	Genpact India Pvt Ltd
4	Ananya S	B.com	Northern Trust
5	B Divya	B.com	Northern Trust
6	Chandala Ankita	B.com	Northern Trust
7	Chandana Mahadev	B.com	Northern Trust
8	Deepika L	B.com	MURALIDHAR AND NAVEENA ASSOCIATES
9	Deepthi S	B.com	Adecco
10	Dhanush B S	B.com	BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED
11	Dhiraj G A	B.com	Northern Trust
12	Disha S Murthy	B.com	DXC Technology
13	Jai Kiran R	B.com	Omega HealthCare Management Services Private Limited
14	Kruthika Prabhu	BBA	STI INFOTECH PRIVATE LIMITED
15	Likitha R	B.com	Northern Trust
16	Mahesh C	B.com	Pushpit Steels Pvt Ltd
17	Manoj H N	BBA	SIMPLIFY3X Software Pvt Ltd
18	Nandini A	B.com	ALPHASTREAM TECHNOLOGIES PRIVATE LIMITED
19	Nimraa Suroor	B.com	Northern Trust
20	Pavithra P	B.com	Alorica India Private Limited
21	Prajwal P Kulkarni	BBA	Northern Trust
22	Ramya S	BBA	DXC Technology
23	Sanjana G S	B.com	Northern Trust
24	Savitha D	B.com	Lalitha Kala Maha Vidyalaya
25	Shreyas L	B.com	Chogori
26	Srikanth MA	B.com	TeamLease Service Ltd
27	Sukanya K	B.com	HDB Financial Services Limited



28	Tharuni J	B.com	T&M Services Consulting Pvt Ltd
29	Trupti P Prabhu	B.com	KNS Infrastructure Pvt Ltd
30	Vaibhavi C	BBA	TeamLease Service Ltd
31	Varsha V	B.com	Ernst & Young LLP
32	Akash M	BBA	WNS Global Services Pvt Ltd.
33	Arpitha K	BBA	Balck and White outsourcing Pvt Ltd.
34	Deekshith Y	B.com	IGT Solutions Pvt Ltd.
35	Gururaja K	BBA	Gallagher Service Center.
36	Jyothi P	B.com	Concentrix India Pvt Ltd.
37	Karthik D A	B.com	Great West Global Business Services India Pvt Ltd.
38	Nikhil Gowda R	BBA	Xpheno Private Limited.
39	Pavan Kumar V S	BBA	Thevritti India Pvt Ltd.
40	Rakshith Gowda	B.com	24/7 Customer Private Ltd.
41	Suhas B A	BBA	GraphX solutions India Pvt Ltd.
42	Devchandam	BBA	Ditio Sys Pvt Ltd.

*Sharada S*

**Principal**

**MES Institute of Management.**  
**Rajajinagar, Bangalore-560 010**

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
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EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



Date: 09-March-2022

## Letter of Intent

Dear A B Prathima,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



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### Salary Break up Annexure

**Name:** A B Prathima

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	₹ 306,987
<b>Monthly Gross</b>	₹ 23,333

#### **Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : A B Prathima , prathimabhaskar.official@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



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Date: 08-March-2022

## Letter of Intent

Dear **Ambika L,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
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### Salary Break up Annexure

Name: Ambika L

Date: 08-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Ambika L , lambika209@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



Date: January 31, 2023  
Amogh M S  
Bangalore

Dear Amogh

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Process Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while traveling on business - as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
7. You will be on probation for six months from the date of joining, which may be extended by the Company at its discretion. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing. During the probation period, either party may terminate this contract by giving 60 (Sixty) days' notice in writing in the manner referred to in clause 9 or payment of 60 days salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company also reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307263  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



8. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 8 for 60 (Sixty) days or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

10. The Company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.



Date: 09-March-2022

## Letter of Intent

**Dear Ananya S,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

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### Salary Break up Annexure

**Name:** Ananya S

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

#### **Northern Operating Services Private Limited**

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Ananya S , anusnv283@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



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**Date: 08-March-2022**

## Letter of Intent

**Dear B. DIVYA,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

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	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
<p>Working Hours &amp; Leave</p>	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the ‘Statement of Terms of Employment’ and ‘Northern Trust India Employee Handbook’. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>
<p>Probation &amp; Notice Periods</p>	<p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p>



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	<p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p>
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### Salary Break up Annexure

**Name:** B. DIVYA

**Date:** 08-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
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Name & Email Address : B. DIVYA , divyab24301@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



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**Date: 08-March-2022**

## **Letter of Intent**

**Dear Chadala Ankitha,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

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Salary	Your Annual Fixed Pay will be <b>₹ 306,987</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN – U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
<p>Working Hours &amp; Leave</p>	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the ‘Statement of Terms of Employment’ and ‘Northern Trust India Employee Handbook’. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>
<p>Probation &amp; Notice Periods</p>	<p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p>



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	<p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p>
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### Salary Break up Annexure

**Name:** Chadala Ankitha

**Date:** 08-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

### **Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Chadala Ankitha , ankithachadala@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



Regd Off:  
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Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Main - +91(20) 48538200



Date: 10-March-2022

## Letter of Intent

**Dear Chandana Mahadev,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be <b>₹ 306,987</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



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### Salary Break up Annexure

**Name:** Chandana Mahadev

**Date:** 10-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
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### **Northern Operating Services Private Limited**

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*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Chandana Mahadev , chandanamahadev35@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



09/12/2022

# Letter of Appointment

Dear **Deepika L.**

Appointment as **[Audit Assistant]**

We refer to your recent interview for the position and are please to advise that we are offering you the position with [Muralidhar and Naveena Associates] effective from [12.12.2022] under the following terms and conditions:

## 1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

## 2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

## 3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

## 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

## 5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

## 6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

## 8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

## 10. Salary/Stipend Emoulments

Stipend shall be paid during the period of probation. Stipend shall be a consolidated amount of Rs 8,000/- per month. Any out of pocket expenses incurred to travel to client place shall be reimbursed on cost basis.

Post the period of probation, the company shall compensate you by terms of salary as the same amount or shall contemplate a revision in emolument paid earlier, depending on your performance and appraisal.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

I agree to the appointment and accept the above terms and conditions of service.

Name: Deepika L

Date: 09/12/2022

Signature: .....

Date:02-12-2022

Applicant ID :**Deepthi\_3\_111209**  
Name :**Deepthi M**  
Location :**BANGALORE**

## OFFER LETTER

Dear **Deepthi M**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **SECRETARY** on deputation to our client **BOSCH GLOBAL SOFTWARE TECHNOLOGIES PVT** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 16200.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **BANGALORE**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

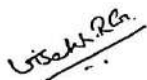
- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer is valid till your expected DOJ, i.e., **06-12-2022**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
  - Aadhar card as Proof of Identity, Date of Birth and Address.
  - Educational certificates
  - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
  - PAN Card, Bank A/C details with proof
  - Passport size photograph
  - Experience certificates and relieving letter from your previous employer (if applicable).
  - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

**Adecco India Pvt. Ltd.**



Visakh R G  
Head – Onboarding



Julie Rosy  
Senior Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPENSATION SHEET

Applicant ID	: <b>Deepthi_3_111209</b>
Name	: <b>Deepthi M</b>
Designation	: <b>SECRETARY</b>

Compensation	Rs. Per Month
BASIC SALARY	14345.00
HOUSE RENT ALLOWANCE	3712.00
GROSS (SUB TOTAL A)	18057.00
PROVIDENT FUND EMPLOYER	1721.00
ESI DEDUCTION- EMPLOYER	587.00
EMPLOYER PF ADMIN CHARGES	71.50
EMPLOYERS EDLI CHARGES	71.50
EMPR INSURANCE GMC	345.00
EMPR INSURANCE GPA	21.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2817.00
CTC (SUB TOTAL A+B)	20874.00
PROVIDENT FUND EMPLOYEE	1721.00
ESI DEDUCTION- EMPLOYEE	136.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1857.00
TAKE HOME (SUB TOTAL A-C)	16200.00

Annual CTC : **Rs. 250488.00**

**Note** : “Take home is subjected to all applicable statutory deductions like Professional Tax, Labour Welfare Fund, Income Tax etc”

*Visakh R G*

Visakh R G  
Head - Onboarding

Authorized Signatory  
**Adecco India Pvt. Ltd.,**

*Julie Rosy*

Julie Rosy  
Senior Manager - SSC

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

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

Signature & Date: \_\_\_\_\_



Date: 5th November 2022

Dhanush B S,  
Bangalore

Dear Dhanush

**Sub: Offer letter for the position in B2C Xpress-Channel Management Department**

Congratulations and welcome to the XpressBees Family!

Pursuant to our discussion, we are delighted to offer you employment opportunity with us, on full – time basis, as “**Executive - Channel Management**” outlining enclosed compensation starting from **7th November 2022** based at **Bangalore** on the terms and conditions mutually agreed upon by us at the time of interview.

Please carry the original testimonials along with self-attested photocopy of below mentioned documents at the time of joining. This would facilitate the smooth completion of joining formalities:

1. Service Certificates and Relieving letter/Resignation letter (duly accepted) from previous employer.
2. All educational certificates starting from HSC to latest degree.
3. 4 Passport size Photographs.
4. Pan Card.
5. Proof of Address.
6. Proof of Identity
7. Aadhar Card
8. Bank Details

All other terms and conditions of your employment will be elaborated in the letter of appointment, which will be issued to you upon your joining and submitting relieving letter from your current employer.

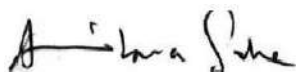
Please note that if you fail to join your duty on or before stipulated date, this offer shall automatically stand withdrawn and cancelled.

We look forward to receiving your formal acceptance of this offer and confirm the date of joining on or before **7th November 2022**.

Looking forward to having you with us.

With best regards.

**For Busybees Logistics Solutions Pvt. Ltd.,**



**Amitava Saha**  
**Authorized Signatory**

**BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED**

CIN: U74900PN2015PTC155482

Registered Office: - Unit 1A & 501A, Building B-1, Cerebrum IT Park, Kalyani Nagar, Vadgaonsheri, Pune 411014

Corporate Office: - Building# B1, 1st Floor, Kumar Cerebrum IT Park, Kalyani Nagar, Pune 411014, Maharashtra

<b>Salary Bifurcation</b>		
<b>Salary Components</b>	<b>Monthly Earnings</b>	<b>Yearly Earnings</b>
Basic Salary	10086	121031
House Rent Allowance	5043	60516
Stat Bonuse	840	10082
Special Allowance / Flexi**	9246	110949
<b>Base Gross</b>	<b>25215</b>	<b>302578</b>
E/R PF Contribution	1800	21600
Gratuity	485	5822
<b>Gross CTC (Without Variable Payout)</b>	<b>27500</b>	<b>330000</b>
<b>Gross CTC (With Variable Payout)</b>	<b>27500</b>	<b>330000</b>
<b>Deductions</b>		
E/E PF Contribution	1800	
Professional Tax	200	
<b>Net Take Home Salary (Pre-Tax)</b>	<b>23215</b>	
** Please ref the below table. Below component are part of Flexi salary break up.		
**Flexi component eligibility will be as per your Grade		

Note:-

- Gratuity will be paid as per The Payment of Gratuity Act, 1972
- For offer to be valid we will need the above documents (softcopies) to reach us within 48 hours which will be authenticated by HR and confirmed that the offer stands. If documents are not provided or are found incorrect the offer will stand revoked.
- We will have a BGV and if there is any disconnect in the information provided the offer will stand revoked.
- Notice Pay Buy-Out: In the event that the Company decides to buy-out your notice period, the relevant amount shall be paid only after full & final settlement document from your previous employer (duly signed, stamped and printed on the letterhead) has been submitted by you within 3 (three) months of the date of joining the Company. In the event your employment with the Company is terminated either by you or by the Company for any reason whatsoever prior to completion of 1(one) year from the date of your joining, you shall be required to repay the Company entire amount of notice buy-out as paid by the Company. In case the notice buyout amount is not repaid to the Company, the Company reserves the right to settle it against your full and final settlement amount. Notice pay buyout shall be governed by the applicable Company policies.
- Benefits:
  - Medclaim Benefits: You will be covered under group Medclaim Insurance for self with Sum Insured amount of 5 lac.
  - Term Life Insurance: You will be covered under company group term life insurance for 5 Lac.
  - Group Personal Accident: You will be covered under company GPA policy for 4X of CTC (Minimum 20 Lac) whichever is lower.
  - Leave: Eligibility for a total of 24 days of Annual leaves excluding public holidays every financial year (April-March)

## **BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED**

CIN: U74900PN2015PTC155482

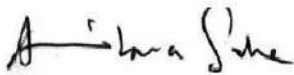
**Registered Office:** - Unit 1A & 501A, Building B-1, Cerebrum IT Park, Kalyani Nagar, Vadgaonsheri, Pune 411014

**Corporate Office:** - Building# B1, 1st Floor, Kumar Cerebrum IT Park, Kalyani Nagar, Pune 411014, Maharashtra

- Option for Flexi Break up as below.

Flexi Components	Max amount_PA_as per Eligibility	Mode of Payment
Telephone / Broadband Expense reimbursement	18000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Leave Travel	120000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Vehicle Running and Maintenance Expense Reimbursement	120000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be Taxable
Driver Expense Reimbursement	180000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Meal Benefits	26400	Monthly credited in your ICICI Meal card
Employer's Contribution to National Pension Scheme	Maximum up to 10% of Basic	Monthly credit in your NPS account
Uniform Maintenance Allowance	18000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Health Club/Sports facility	30000	Pay Out Monthly along with monthly salary – Tax benefit need to pass only once employee submit the document. Till that time, it will be taxable
Mobile Handset Cost Reimbursement (to be granted once in 2 tax years as a one-time payment)	100000	Reimbursement - Will be paid to employee only when bills are provided or (Balance if any as Taxable) in the year end
Professional Development/ Academic Allowance (to be preferably paid as a one-time payment)	75000	Reimbursement - Will be paid to employee only when bills are provided or (Balance if any as Taxable) in the year end

**For Busybees Logistics Solutions Pvt. Ltd.,**



**Amitava Saha**  
**Authorized Signatory**

**BUSYBEES LOGISTICS SOLUTIONS PRIVATE LIMITED**

CIN: U74900PN2015PTC155482

**Registered Office:** - Unit 1A & 501A, Building B-1, Cerebrum IT Park, Kalyani Nagar, Vadgaonsheri, Pune 411014

**Corporate Office:** - Building# B1, 1st Floor, Kumar Cerebrum IT Park, Kalyani Nagar, Pune 411014, Maharashtra

Regd Off  
Northern Operating Services Pvt. Ltd  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089



SEZ Unit  
Northern Operating Services Pvt. Ltd  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone - II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No. 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200

**Date: 09-March-2022**

### Letter of Intent

**Dear Dhiraj G A,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ <b>306,987</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
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Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



### Salary Break up Annexure

Name: Dhiraj G A

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	₹ 306,987
<b>Monthly Gross</b>	₹ 23,333

### Northern Operating Services Private Limited

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Dhiraj G A , dhirajga.campus@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.





Powered by  
**Adobe**  
**Acrobat Sign**



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13/10/2022

Disha. R Murthy

Dear Disha. R,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment that you shall receive is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable, as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*  
Lokendra Sethi (Oct 17, 2022 09:57 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources

Close



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13/10/2022

Disha. R Murthy  
#1610/1611 6th main E block 2nd stage Rajajinagar  
Bangalore, 560010  
India

Dear Disha. R,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Help Desk Technician at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 20/10/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

**1.0 Salary**

Your Annual Fixed Pay will be INR 280,000.00 per annum.

**1.1 Basic Salary**

You will be eligible for a Basic Salary which will be INR ₹153,846.00.

**1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

**1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

**1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

**1.5 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and

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above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

#### 1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

#### 1.8 Relocation Allowance

You will be eligible for a maximum relocation allowance of INR 20,000 amount which can be claimed under below listed categories as per actuals on submission of receipts.

**1. Initial Accommodation:** Up to 14 nights of temporary accommodation in Company provided guest house or self-booked accommodation. Company provided Guest house accommodation payments must be directly made and later claimed for reimbursement.

**2. Food and other incidental expenses** subject to the number of days of accommodation provided as per initial accommodation clause

**3. Travel Expense:** You will be eligible to claim travel expense from current place of work to new work location for self, spouse and children.

**4. Non-Refundable School Fee/Deposit:** At the time of admission of child/children, provided the child/children attended school in the previous location.

**5. Movement of Household Goods:** Reimbursement of expenses incurred on packing, loading, transportation, insurance, unloading and unpacking of household goods.

**6. House Brokerage:** Reimbursement of expenses paid toward house brokerage at the new work location.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

### 2.1. Your job classification detail is as listed below:

Job Function: Technology Field/Customer Support Services Group

Job Family: Help Desk Services

Job Title (Internal): Senior Assistant Help Desk Technician

Salary Grade: 51000781

### 2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

Close





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### 2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### 2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

### 2.5 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as "Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

### 2.6 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### 2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

### 2.8 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your

Close



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own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 20/10/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*

Lokendra Sethi Oct 17, 2022 09:57 GMT+5.5

**Lokendra Sethi**  
Vice President - Human Resources

Tap to change

I accept the  general terms and conditions of employment

*Disha R Murthy*  
Disha R Murthy 10/20/2022

Disha. R Murthy

Oct 20, 2022

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Date

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Place

## Annexure II

### Flexible Benefits Plan (FBP)

Job Family: Help Desk Services

Title: Senior Assistant Help Desk Technician

#### 1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

#### 1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/-pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

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**Supporting Documentation: Declaration and submission of receipts**

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

**Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

- a) Transfer of the employee from one city to another.
- b) Change of grade/level.
- c) Change of residential accommodation.
- d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

**Mandatory Documents List**

Close



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You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer  
**Original Required for Verification: Yes**  
**No. of Copies: Two**

2 Letters supporting Employment viz., Offer letter, Service Certificate  
**Original Required for Verification: Yes**  
**No of Copies: Two**

3 Salary details of previous Employment  
**Original Required for Verification: Yes**  
**No. of Copies: Two**

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree  
**Original Required for Verification: Yes**  
**No of Copies: Two**

5 Copy of PAN card/Application ID for PAN card applied  
**Original Required for Verification: No**  
**No. of Copies: One**

6 Age Proof Copy of Passport or Pan card or Driving license  
**Original Required for Verification: No**  
**No. of Copies: One**

7 Photo identity proof Copy of PAN Card or Passport or Driving license  
**Original Required for Verification: No**  
**No of Copies: One**

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name  
**Original Required for Verification: Yes**  
**No of Copies: One**

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.  
**Original Required for Verification: Yes**  
**No of Copies: Four**

10 NSR Registration Number

Close



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Finish



11 Note down your parents' dates of birth for nomination in PF, Gratuity

#### Agreement Regarding Confidential Information and Proprietary Developments India

Disha. R Murthy

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at

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Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing

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business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I

Close





Required fields  
completed

Finish



will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

Lokendra Sethi  
Lokendra Sethi (Oct 17, 2022 09:57 GMT+5.5)

**Lokendra Sethi**  
Vice President - Human Resources

**FOR Employee**

**Name : Disha. R Murthy**

Disha R Murthy  
Disha R Murthy (Oct 20, 2022)

**Date : Oct 20, 2022**

Close

Date: November 23, 2022

Dear **Jai Kiran R**

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Bengaluru** with an Annual CTC Compensation of **Rs. 266,892.00 (Rupees Two Lakh Sixty Six Thousand Eight Hundred Ninety Two Only)**. Your date of joining will be on or before **24 November 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

**Encl. ANNEXURE**



## **Annexure A**

### **Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

#### **Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

#### **Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

#### **Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

#### **Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

#### **Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**Signature**

**Name**

**Date**

**Annexure - B**  
**SALARY STRUCTURE**

<b>Salary Components</b>	<b>Amount - Monthly</b>	<b>Amount - Yearly</b>
Basic	15,010.00	180,120.00
House Rent Allowance	2,489.00	29,868.00
Advance Statutory Bonus	1,501.00	18,012.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	19,000.00	228,000.00
PF	1,801.00	21,612.00
ESI	618.00	7,416.00
Medical Insurance	0.00	0.00
Gratuity	722.00	8,664.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	3,241.00	38,892.00
Total Cost PA (CTC)		266,892.00

Authorized by  
Ebenazer Paul  
Talent Acquisition

# STI INFOTECH PRIVATE LIMITED

An ISO 9001 Company

(Formerly SYSTEMTECH)



LETTER OF APPOINTMENT - Service Team

Doc. No.

Rev. No.

Rev. Date

Powering the Enterprise

**Kruthika Nandana Prabhu D,**  
D/o V Dayananda Prabhu,  
#113, 9<sup>th</sup> Main, 3<sup>rd</sup> Cross,  
J C Nagara, Kurubarahalli  
Near Muneshwara Temple  
Mahalakshmpuram Layout  
Karnataka - 560086  
Ph. No: +91- 8088583892

Date: 28<sup>th</sup> Nov 2022

## LETTER OF APPOINTMENT

Dear **Kruthika Nandana Prabhu,**

We are pleased to offer you a position at STI Infotech Pvt. Ltd, on the following terms and conditions.

### 1. TERMS OF EMPLOYMENT

Your employment is at STI Infotech Pvt. Ltd ("Company" or "----") will be governed by Company's policies, as modified, from time to time and at Company's sole discretion, upon notice to you. The terms and conditions contained herein ("Terms of Employment") must be read in conjunction with Company policies. Any policy break will amount to breach of your terms of employment and may lead to termination of your services. These Terms of Employment and policies shall be subject to modifications, from time to time, upon notice to you.

### 2. DESIGNATION

You will be designated as a **Sales Coordinator - Trainee** and will be reporting to **Ms Divya V**. This offer is conditional on STI Infotech Pvt. Ltd, receiving a satisfactory Reference Check and Background check. Your Joining date is on **28<sup>th</sup> November 2022**.

### 3. COMPENSATION AND BENEFITS

Your Gross Compensation, on a cost to company basis (Inclusive of annual benefits such as the company's contribution to Provident fund), your CTC will be Rs **2,75,478/-** per annum. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.

CIN: U72200KA2006PTC038875

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Tel. Mktg: +91 80 2344 4715 (6 Lines), Service: +91 80 2344 4716 (3 Lines)



# STI INFOTECH PRIVATE LIMITED

An ISO 9001 Company

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LETTER OF APPOINTMENT - Service Team

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- a) Your compensation will be reviewed on the completion of probation, depending upon various factors, including your performance during the preceding performance period.
- b) Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company.
- c) Your salary shall be paid monthly in arrears. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or deductions applicable to your employment.
- d) In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be prorated depending on your effective start or effective termination date.

#### 4. PROBATION / TRAINING

You shall be on probation for a period of six months (06) from the effective start date of your employment with Company. Company may, in its sole discretion, at any time extend this period of probation for an additional period upon notice to you. Employee in training and probation can resign by serving 1 month notice period, employer can terminate the contract due to non-performance, or on disciplinary grounds with immediate effect.

#### 5. EMPLOYEE SCREENING

You will provide or arrange to provide any information or consent or permission required by Company from time to time to verify any such information and/or records and/or perform any background and/or reference checks.

If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

#### 6. DUTIES

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its customers and their employees, contractors etc.

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# STI INFOTECH PRIVATE LIMITED

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LETTER OF APPOINTMENT - Service Team

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## 7. HOURS OF WORK

A working day shall comprise eight (8) hours, irrespective of shifts, and a break for an hour. You may be required to work on shifts which maybe scheduled by the company or the companies' clients across twenty-four (24) hours a day, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you. You may be required to work out of our client's office/site within India or overseas. During such a deployment you will be required to align your daily working hours and/or regular work week as per the client's working norms. Employee's working in STI Infotech Pvt. Ltd Office (Bangalore) will work as per the below timings.

9:30 am – 6:00 pm	Monday to Saturday
11:00 am – 11:15 am	Coffee/ Tea Break
4:45 pm – 5:00 pm	Coffee/ Tea Break
1:30 pm – 2:00 pm	Lunch Break

- All employee shall report to their place of work punctually at the specified time in the manner directed by the management from time to time.
- LOP will be applicable if he/she is late by more than 15 minutes on any day or comes late for more than 3 times in a calendar month.
- Due to exigencies of work load or to take care of absenteeism, the reporting manager might engage employee beyond the scheduled employee hours/days (Including Sunday).

## 8. LEAVE

You will be entitled to 12 days of paid vacation per year plus 12 days of statutory holidays. As an employee on Probation you will be entitled to one and a half day's leave per month worked.

LEAVE SUMMARY	
Earned Leave	12 Days per annum ( For confirmed employees)
Sick Leave	12 Days per annum( For confirmed)
Public Days	12 Days per annum( All staff )
Total Leave per annum	36 Days per annum

## 9. TRAVEL AND EXPENSES

You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times.

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## 10. CONSEQUENCES OF TERMINATION

- a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:
- b) Any property belonging to the Company, that is in your possession, custody or control, including but not limited to laptop computer, software, mobile phone, CUG Sim card identity card, access card and other devices with details of any passwords or user ids installed therein; and
- c) All Confidential Information of your work, including any documents and information, and any other documents.
- d) Upon termination of your employment, for any reason, amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.
- e) Upon termination of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training.
- f) In cases of data theft, failure to return company property and/or compromise of company confidential information, or any other violation of your obligations, on-settlement of monetary dues, by the employee, shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding your employment hereunder.

## 11. NON-COMPETE

During the term of your employment, you will not, directly or indirectly, either alone or jointly with or as manager, consultant or employee of any person, firm or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of the Company.

## 12. NOTICE PERIOD

All employee has to serve 1 month notice period. Leaves taken during the notice period will be considered as Loss of Pay and it is at the discretion of the management. Employees will not be entertained to take leave in their notice period until and unless it is an emergency. Employees can use their earned leaves if available to complete their notice period. The company may, at any time in its sole discretion, change the polices, and may or may not consent to allow the employee to enforce this right. Employee in training and probation can resign by serving 1 month notice period, employer can terminate the contract due to non-performance, or on disciplinary grounds with immediate effect. Management will take the final decision on whether the notice period can be extended or reduced based on the customer's contract.

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# STI INFOTECH PRIVATE LIMITED

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## 13. DOCUMENTS

You are required to submit various documents as detailed in the offer letter and/or email communicated to you for our records on or before joining STI Infotech Pvt. Ltd.

## 14. FORCE MAJEURE CLAUSE

I understand and agreed that the employer may end my employment contract without notice, or payment of notice (As per the company's decision). If there are certain exceptional circumstance like acts described as "acts of God" a natural disaster, workplace fire, flood, storms, earthquakes, hurricanes, natural forces, acts of government, war, terrorism, explosions, plagues, pandemics, or epidemics, civil unrest, accident, any strike, sabotage, , work stoppages, , nuclear or natural catastrophes riots labour disturbance, acts of civil or military authority; governmental actions; or inability to obtain labour, material, equipment or transportation or any other event similar to those enumerated above and another similar major event beyond the employer's control makes it impossible for employment to continue.

## 15. MATERNITY CLAUSE

Maternity leave is a right awarded to every lady employee to ensure that the adequate amount of care and concern is provided before and after the birth of her child. As an added measure, our company in accordance with the government's directive, will provide paid maternity leave which is paid time off work to care for or make arrangements for the welfare of a child or dependent family member.

As per Section 5 of the Maternity Benefit Act, 1961, a woman fulfilling other conditions of eligibility for maternity leave shall be entitled to payment of Maternity benefit at the rate of the average daily wage. For this purpose, the 'average daily wage' has been explained as:

- (i) the average of the woman's wages payable to her for the days on which she has worked during the period of three calendar months immediately preceding the date from which she absents herself on account of maternity; or
- (ii) the minimum wages fixed or revised under the Minimum Wages Act, 1948;

The above clause is subject to change based on the govt. guidelines from time to time.

Therefore, as we offer all the required benefits with favorable conditions and are obliged for your service and hope you resume to work and fulfil your responsibilities in accordance with your role. Through a mutually beneficial clause, we would like you to return to work after the completion of your maternity leave, and serve a minimum period of 3 months after availing the leave , failing to which, you will be in held in contempt of the company's policy.

CIN: U72200KA2006PTC038875

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## 16. Training and Certification:

The Company may send you for training and certifications of specific skills relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twenty-four (24) months of you being trained/certified for specific skills, you will repay the Company, all the costs paid to you or incurred on your behalf for this training/certification.

The Company reserves all right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

## 17. Recovery of Dues:

In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except with a written communication by the Company.

## 18. ACCEPTANCE

If the above terms and conditions are acceptable to you, please return to us the duplicate copy of this letter duly signed signifying your acceptance of the terms and conditions set out in the letter.

We are pleased to appoint you in STI Infotech Pvt. Ltd, and looking forward to your joining the Team STI Infotech Pvt. Ltd, and offer you an interesting and rewarding career with us.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. Good luck and a very bright career with us

For STI Infotech Pvt Ltd,

  
Ajish George  
Vice President

  
Your Acceptance

CIN: U72200KA2006PTC038875

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Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



28-October-2022

Likhitha R

likhithahegde562@gmail.com

#662, 8th main, 6th cross,  
triveni road, yeshwantpur,  
Bangalore, 560022

Dear Likhitha,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst I** in our **Client Valuation Reporting** Department within the **Asset Servicing**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, 1st Floor, RMZ Ecospace Campus 1C, Bellandur Village, Varthur Hobli, Bangalore - 560103 ("Northern") and Likhitha R of #662, 8th main, 6th cross, , triveni road, yeshwantpur, , Bangalore, 560022.

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

## **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;



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- (g) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;
- (h) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (i) you having declared any action taken against you by a regulatory or professional body;
- (j) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);
- (k) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (l) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.



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This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

## **2. Commencement Date**

You, Likhitha R, are employed by Northern as Analyst I in our Client Valuation Reporting Department with effect from **14-November-2022**. You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

On your first day of employment with Northern you should report to Reception at **8.30 a.m.** at:

### **Bangalore**

Northern Operating Services Pvt Limited  
RMZ Ecospace,Campus 1C, 2nd Floor  
Sarjapur Outer Ring Road  
Bellandur Village, Varthur Hobli,  
Bangalore, 560-037

Landmarks which will help guide you to this location are:

- Next to the Intel Campus on Outer Ring Road between Marthahalli and Sarjapur Road.
- The Accenture building which is in the Ecospace Business Park is visible from the main road.

## **3. Probation**

The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern will be considered to have been successfully completed after six months or you will be advised in writing, if Northern decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, thirty days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of **60** days prior to termination of your employment. In either case, Northern reserves the right to pay you in lieu of notice.



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#### **4. Job Title**

You are employed as **Analyst I** in our **Client Valuation Reporting** Department. You have been informed about your reporting line Manager by the hiring panel. Northern reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Northern together with such person or persons as Northern may appoint to act jointly with you. You shall serve Northern in this capacity to the best of your ability or in such other capacity as Northern may from time to time determine.

You and Northern agree that the nature of Northern's business demands flexibility and that reallocation of duties, power and other responsibilities from time to time is a natural part of – and a precondition for – the employment relationship between you and Northern. This may involve a change in your job title and reporting relationship.

You shall perform such duties, discharge such responsibilities and exercise such powers, authorities and discretions in relation to Northern as from time to time may be delegated to you on such terms and conditions and subject to such restrictions as may from time to time apply. Northern may at any time require you to cease performing or exercising any particular power, authority or discretion delegated to you.

You shall at all times keep Northern promptly and fully informed (in writing if requested) of the business of Northern and of any information which may adversely affect Northern or its business.

#### **5. Duties and Responsibilities**

Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. You may be required to undertake other duties from time to time as Northern may reasonably require.

You shall devote the whole of your time unless prevented by ill-health or accident or otherwise directed by Northern (including during any period of suspension or exclusion as detailed under sections 17 and 19) to your duties under this Employment Agreement. You must serve Northern honestly and faithfully. You may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. You must also not engage in other business activity, whether paid or unpaid which may conflict with your duties as an employee of Northern.





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## **6. Associated Company**

You acknowledge and agree that Northern may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

For the purposes of this Employment Agreement, an "Associated Company" is any company which for the time being is:

- (a) a holding company of Northern; or
- (b) a subsidiary of any such holding company or Northern; or
- (c) a company over which Northern or any holding company has control.

By working for any Associated Company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

## **7. Location**

You shall work at Northern's offices based at **Bangalore** or such other place of business of Northern or any Associated Company as may be directed by management from time to time.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

## **8. Compliance with Applicable Law**

You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the business or businesses in which Northern operates including, but not limited to, other jurisdictions where relevant laws may apply from time to time that relate to your employment by Northern.



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## 9. Salary

Your Annual Fixed Pay will be **₹306,987**, inclusive of all hours worked. A detailed breakdown of your Annual Fixed Pay is set out in **Annexure 1**.

Salary will be payable on a monthly basis, in arrears in 12 equal instalments. This will be credited to your account on or before the last working day of each month, subject to statutory deductions.

In accordance with the Analyst salary framework, your next salary review will be in the quarterly review cycle following the completion of 12 months in the role. Any subsequent increase after this will be as per the company's Annual Review Cycle, as laid out below.

The annual performance appraisal cycle is from January to December. Your base salary will be reviewed by Northern in or about April each calendar year, or at any other time determined by Northern from time to time. Annual salary adjustments will normally be effective on 1 April each year, subject to the rules in this regard and at Northern's absolute discretion.. In undertaking this review Northern may have regard to any matter in its absolute discretion. This review will not necessarily lead to an increase in your base salary. There will be no review of salary after notice has been given by either party to terminate your employment.

You consent to the deduction of any sums you owe to Northern at any time from your salary or from any payment due from Northern to you. You also agree to make any payment to Northern of any sums owed by you to Northern upon demand by Northern at any time.

## 10. Benefits

The benefits set out below are discretionary and may be varied or removed by Northern at any time without notice.

- (a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- (b) Northern offers Private Health Insurance for all employees and their dependents (as defined by the insurers) from the first day of employment;
- (c) Personal Accident Insurance is provided for all Northern employees; and
- (d) Group Term Life Insurance is provided for all Northern employees.

The above-mentioned insurance benefits are subject to: (i) acceptance by the insurers; (ii) the terms and conditions of the insurance policy (which may change from time to time); (iii) the premium being at a rate which Northern considers reasonable; and (iv) the agreements with the insurers. Benefits may be restricted both on an individual and/or aggregate basis. If an insurance provider refuses for any reason to provide insurance for you, Northern shall not be



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liable to provide you with any benefit of the same or similar kind or to pay any compensation in lieu of such benefit. Please refer to the Northern Trust India Employee Handbook for further information.

## **11. Retirals**

You will be eligible to participate in the Provident Fund and Gratuity Scheme, subject to the terms and conditions of the Fund and Scheme from time to time in force as prescribed under law. You will be provided with the details and terms and conditions at the time of your joining. Subject to applicable law, Northern reserves the right to terminate or substitute another fund and scheme.

## **12. Hours**

Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Your initial login time will be **13.30 IST**. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered.

Work patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary. The position will, from time to time, require work on additional hours. You will be compensated for such hours worked according to Northern's overtime policy if you are an overtime eligible partner.

Where required by Northern, you must accurately record your start and finishing times, and also the hours which you work each day.

## **13. Leave**

### **(a) Annual leave**

Northern's holiday year runs from 1st January to 31st December. Your Annual Leave entitlement of 22 days must be taken during the appropriate holiday year.

You are entitled to payment in lieu of any accrued but unutilised annual leave and termination of employment. If you have exceeded your leave entitlement and leaving Northern, a deduction will be needed from your salary in consultation with you.





(b) **Sick and casual leave**

12 days of sick leave and casual leave (together) for sickness, accident or situations of emergency.

(c) **Public / National Holidays**

Northern recognises 10 days of national and local Public holidays. Details are contained in the Northern Trust India Employee Handbook and as currently in place and amended by Northern from time to time.

Further details about holidays and leave entitlement are contained in the Northern Trust India Employee Handbook. Details of authorised leave other than leave entitlement will also be found in the Northern Trust India Employee Handbook.

**14. Expenses**

Northern will reimburse you for all reasonable business expenses properly incurred by you in the course of the performance of your duties. Any reimbursement is conditional upon the presentation of expense statements, receipts or other supporting documentation that Northern may reasonably require. A request for an expense reimbursement may be denied if it is not accompanied by the required documentation.

You agree that expenses drawn on Northern's credit card (which may be available for your use), which you have not accounted for in accordance with Northern's expense reporting policy within one month of the due date of the credit card company's invoice, may be set off by Northern against your net salary.

**15. Travel**

You may be required by Northern to travel from time to time in order to perform the duties of your position, without any additional remuneration.

**16. Notice and Termination**

Following the successful completion of your probationary period, the length of notice to terminate your employment which you are obliged to give to Northern, or Northern is obliged to give to you, will be **60 Days**.

Northern reserves the right to make a payment of salary in lieu of notice. For the avoidance of doubt, a payment in lieu shall not include any element in respect of insured benefits (e.g. health, life and travel) or holiday entitlement which may otherwise have accrued during the period in respect of which the payment in lieu is made.



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During any period of notice of termination, whether given by Northern or you, Northern shall be under no obligation to assign any duties to you or to provide any work and shall be entitled to exclude you from its premises and prevent your contacting any member of Northern's staff, clients or suppliers, provided that this shall not affect your entitlement to receive your normal contractual payments. For the avoidance of doubt, during any such period, you may not undertake work of any nature on behalf of or for the benefit of any third party and you remain obliged to comply with your confidentiality obligations.

If you have resigned from employment, Northern may, at its sole discretion waive all or part of the notice, or allow you to pay in lieu of the notice period (or any remaining part of the notice period). Any resignation would have to be accepted by Northern to become effective. However, in case any disciplinary proceedings are either contemplated or pending against you or if there are certain business exigencies, Northern will have the right not to accept your resignation. Once accepted, the resignation cannot be withdrawn without express consent of Northern.

Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you complete the age of 60 years as per the organization's record.

Nothing in this Employment Agreement shall prevent the giving of a lesser period of notice by either Party where it is mutually agreed.

If you are prevented, at any time, by ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform Northern and supply it with such details as may be required, and if you are unable by reason of ill-health or accident or disability, for a period of 9 months or more to perform your duties hereunder, Northern may forthwith terminate your employment.

You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of your employment for any reason whatsoever.

Northern shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit an act of misconduct or are otherwise in serious breach of this Employment Agreement or your obligations as an employee or if you fail to maintain a valid right to work and reside in India. An indicative list of acts which constitute misconduct is set out below (and also in the Northern Trust India Employee Handbook):

- (a) fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust;
- (b) dishonesty, embezzlement, larceny or misappropriation of Northern or client funds or property;





- (c) possession, use, copying or reading of corporate records without appropriate authorization, or disclosure of confidential information concerning financial, business or work information concerning Northern or any Associated Company or if it's one of their clients;
- (d) refusal to cooperate in any investigation deemed necessary by Northern;
- (e) falsification, alteration, forgery or destruction of any records, history, data, instrument, attendance information or any other corporate records;;
- (f) removal of, damage to, or misuse of Northern's or any person's property;
- (g) improper or unauthorized use of funds property or services;
- (h) workplace violence or the commission of, or threat to commit injury or damage against any person or his/her property; and
- (i) illegal or unauthorized possession, selling, delivery or use of intoxicants, narcotics or controlled substances any time during employment or while on premises or on corporate business.
- (j) Breach of any clauses of the Company's regulations/policies.

These are not intended to be exhaustive, and may be supplemented by area work rules in particular units. Northern also reserves the right to issue discipline up to and including dismissal for any other action which in its sole discretion it deems unacceptable. Disregard of Northern's performance or conduct standards may result in disciplinary action up to and including termination.

### **17. Obligations on Termination**

On leaving employment you must return all property, documents and correspondence belonging to or relating to Northern, any Associated Company or its or their customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

Upon the termination of your employment, for whatever reason, you shall resign from all offices (if any) held by you in Northern and/or any Associated Company and in the event of failure to do so, Northern is hereby authorised to appoint a person in your name and on your behalf to execute all documents and to do all things requisite to that effect.

### **18. Suspension**

If Northern suspects that you have been involved in any improper conduct or involved in any misconduct or other conduct which in the reasonable opinion of Northern may impact upon



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your ability to carry out your duties and responsibilities under this Employment Agreement or may cause damage to Northern's business or reputation, Northern may do the following for the purposes of conducting an investigation:

- (a) suspend you from performing the duties and responsibilities of your position for a period determined by Northern;
- (b) direct you not to attend the workplace, communicate with fellow employees, customers, suppliers or clients of Northern or any other persons involved in the conduct which is being investigated, or otherwise interfere with the conduct of the investigation; and
- (c) appoint any person to conduct the investigation and direct you to provide any assistance and answer any questions required for the investigation.

During the period of suspension you will continue to receive the remuneration under this Employment Agreement.

Any suspension under this clause will not be treated as disciplinary action by Northern, but will be instituted solely for the purpose of conducting an investigation.

### **19. Disciplinary procedures**

You are subject to the disciplinary rules and procedures set out in the Northern Trust India Employee Handbook. In cases of misconduct you may be dismissed without notice or pay in lieu of notice.

### **20. Grievance procedure**

If you have a grievance or are dissatisfied with anything affecting your employment you have the right to raise the matter in accordance with the procedure set out in the Northern Trust India Employee Handbook.

### **21. Collective agreements**

As per the date of this Employment Agreement, no collective agreements directly affect your terms and conditions of employment.

### **22. Northern Trust India Employee Handbook**

The provisions of Northern Trust India Employee Handbook apply to your employment. The Northern Trust India Employee Handbook sets out additional terms of employment with which you are obliged to comply. These terms do not form a part of your Employment Agreement. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.



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### **23. Compliance**

Various Associated Companies for which you may be asked to work are subject to additional legal and regulatory requirements of other countries. In addition, all Northern Trust activities are subject to supervision by the Federal Reserve Bank of Chicago and where relevant, by the Reserve Bank of India. You are therefore required to conduct your business and outside activities in accordance with all applicable legal and regulatory requirements, as set out in relevant Corporation Policies, and other written guidance. Failure to do so may result in disciplinary action being taken by Northern. In particular, your attention is drawn to the regulatory requirements described below, which may be applicable to your activities:

(a) **Personal Investment Transactions**

Associated Companies' activities enable certain staff to have access to information concerning the purchase and sale of investments, which if misused, could involve a breach of the law, regulatory rules and have an adverse effect on clients. Therefore, you are required to adhere to Northern's rules concerning the authorization and notification of personal investment transactions.

(b) **Anti - Money Laundering**

You are required to complete Anti-Money Laundering training on a periodic basis. You will be advised of your training requirements at the commencement of your employment.

(c) **Dealing Rules**

You are required at all times to abide by all applicable laws, regulations or rules governing the business or businesses in which Northern operates

(d) **Standards of Conduct**

The Northern Trust Corporation Code of Business Conduct and Ethics (Code of Conduct) is a statement of basic principles to be followed by all employees. The Standards of Conduct Policy supplements and provides further detail to the Code of Conduct concerning business ethics and standards. You will be required to acknowledge the Standards of Conduct Policy and all policies listed therein on an annual basis.

They can be found under Partner Passport > About Northern Trust > Corporate Ethics. You should read these policies carefully and comply with the guidelines at all times.

Upon joining Northern you will be provided with a copy of all relevant Corporation Policies and will be asked to confirm your acknowledgment of all of the terms contained therein.

You do not become an employee, or agent, or contractor of any other Associated Companies just by performing services, and/or by carrying out duties or responsibilities for





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such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

#### **24. Confidential information**

You are obliged to comply with the terms of the Non-Solicitation and Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation and Confidentiality Agreement is enclosed with this Employment Agreement and forms part of the terms and conditions of your employment. In accepting the enclosed Non-Solicitation and Confidentiality Agreement, you confirm and acknowledge that you have received the document, that you have read and understood it and that you agree to abide by its contents.

You shall not disclose to Northern, or use for its benefit, any proprietary or trade secret information to which you may have had access while employed elsewhere. You shall not bring to Northern's facilities any materials or documents belonging to any other person or company, including but not limited to customer lists.

#### **25. Inventions**

Any work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), designs or copyright work and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time, made by you during the course of your employment by Northern whether or not in the course of your duties and whether for Northern or any Associated Company ("Intellectual Property") shall be the exclusive property of Northern. All such Intellectual Property shall be regarded as having been created under a contract of service. In consideration of your employment with Northern, you hereby transfer and assign in favour of Northern, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Northern does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with Northern in perfecting Northern's rights in the Intellectual Property. You undertake at the expense of Northern to execute any formal and



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additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such Intellectual Property.

The obligations set out in this section shall survive the termination of your employment. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure Northern and its business in a manner inadequately compensable in damages and that Northern may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

## **26. Communication**

You shall keep Northern informed of your latest postal address at all times and inform Northern in writing of any change in address. Any communication sent to you by Northern on your last known address shall be deemed to be duly served notwithstanding the fact that you have changed your address if this change was not previously advised in writing to Northern.

## **27. Dual Employment**

You are not and will not be subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern.

## **28. Amendments**

Subject to applicable laws, Northern reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you in writing.

## **29. Acceptable Use**

Northern may provide you with access to certain facilities, including email and internet services, computer systems, telephone services (mobile and landline), facsimile machines and photocopying facilities. You must use these facilities in accordance with any applicable Code of Conduct or policy.

You shall have access to e-mail and the Internet, for the better performance of your duties. You agree to comply with Northern's policies regarding the use of Northern's computers, e-mail system, Internet services and other software programmes. You are aware that Northern has complete access to all material and e-mail correspondence and an overview of Internet usage that is saved in or performed via Northern's data system.

Northern reserves the right to monitor all e-mails/Internet activity by you for the purposes of managing your employment and to ensure compliance with Northern's applicable policies and procedures.



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### **30. Employee's Representations and Warranties**

This Employment Agreement and your employment with Northern are at all times conditional upon:

- (a) your obtaining and retaining all necessary visas, work permits, licenses, registrations, or memberships to enable you to lawfully reside and work in India and fulfil the duties of your position;
- (b) your being competent to properly carry out the duties of your position and that any representations as to the qualifications, skills, experience, industry knowledge, business influence, client contacts, and employment history made by you or a person on your behalf are true and correct; and
- (c) your not being subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and your not breaching any obligation to a third party by entering into this contract.

You acknowledge that in entering into this Employment Agreement, you have not relied on any representations, assurances, warranties, or understandings about its subject matter, except as provided in this Employment Agreement.

### **31. Miscellaneous**

This Employment Agreement, the Non-Solicitation and Confidentiality Agreement and the other documents referred to herein constitute the entire agreement relating to your employment and supersedes all (if any) prior offers, subsisting agreements and undertakings (written or oral), with respect to your employment by Northern which such agreements, arrangements and understandings shall be deemed to have been terminated by mutual consent. You warrant that you have not entered into this Employment Agreement in reliance on any warranty representation or undertaking of any nature whatsoever which is not contained in or specifically incorporated in this Employment Agreement.

The expiration or determination of this Employment Agreement, howsoever arising, shall not affect such of the provisions hereof as are expressed to operate or have effect thereafter, and shall be without prejudice to any right of action already accrued to either party in respect of any breach of this Employment Agreement by the other party.

No delay, failure or omission on the part of Northern to exercise any of its powers, rights or remedies under this Employment Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them. If, at any time, any provision of this Employment Agreement is or becomes illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions shall not be impaired or affected.



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### **32. Governing Law and Jurisdiction**

This Employment Agreement is governed and construed in accordance with Indian laws. The courts at Bangalore shall have the exclusive jurisdiction over all disputes or claims between you and Northern under this Employment Agreement. Any dispute, controversy or claim arising out of or in connection with the Employment Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Bangalore. The language of arbitration will be English. If any provision of this Employment Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Employment Agreement but without invalidating any of the remaining provisions of this Employment Agreement.

### **33. Third Party Rights**

Other than an Associated Company, any person who is not a party to this Employment Agreement has no right to enforce any term of this Employment Agreement.

### **34. Personal Data Protection**

Please note that any personal data, which have been provided by you to Northern, its agents (including Personnel Risk Management), recruitment agencies or other third parties, in connection with your application to Northern for employment, including any sensitive personal data and any subsequent personal data supplied by you, in connection with your employment with Northern, will be held on a confidential basis. Northern will process these personal data (and may disclose them) for the purposes of offering you employment with Northern and all other purposes for which Northern deems fit.

For the purposes set out above, Northern may also transmit personal data about you overseas to other countries. Northern will take all reasonable steps to ensure that your data will be treated with an acceptable level of confidentiality.

By accepting and acknowledging this Employment Agreement, you consent to personal data (and, in particular, sensitive personal data) relating to you being held, processed or disclosed for the purposes set out above. You also consent to the transfer overseas of any such personal data by Northern as set out above.

### **35. Acknowledgment and Acceptance**

If the terms and conditions of this Employment Agreement are acceptable to you, please confirm your acceptance by acknowledging (both electronically and in writing, where requested) and returning the enclosed copies of this Employment Agreement, the Non-Solicitation and Confidentiality Agreement and completing (and signifying your agreement to, where required) all of the documents listed on the enclosed checklist as indicated to Northern



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Trust within seven days from the date of this Employment Agreement. If we do not receive this in the form mentioned above by the mentioned date, we will assume you do not wish to accept the terms and the offer will lapse and be void. Prior to this date, the offer is valid subject to your joining on or before the date mentioned on the Employment Agreement. If your agreed start date is not detailed in your Employment Agreement at this stage, you will be required to mention this on your first day of employment.

The terms of this offer are strictly confidential between you and Northern and any breach of this confidence will be viewed with utmost seriousness.

### **Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*



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## Annexure 1

### Salary Annexure

Salary Component	Amount
Basic	₹112,000
House Rent Allowance	₹44,800
Flexible Cash Component	₹123,200
Total Fixed Pay (TFP)	₹280,000
<b>Retirals</b>	
Employer's contribution to PF	₹21,600
Gratuity	₹5,387
<b>Sub Total</b>	<b>₹26,987</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹306,987</b>
<b>Monthly Gross</b>	<b>₹23,333</b>

#### Additional Benefits:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance is provided to the employee and his/her dependants (as defined by the insurers);
- Life and Accident cover is provided for the employee only.

#### Note:

- Flexible cash component can be further used for claiming tax exemptions on LTA subject to limits.
- Shift allowance where applicable is paid as per prevalent policy.
- Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to Northern provided Insurance (for eligible employees only).

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## **NON-SOLICITATION AND CONFIDENTIALITY AGREEMENT**

### **A. Confidential Information:**

1. I agree and acknowledge: (a) that in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business; (b) that I will occupy a position of trust and confidence with respect to such Confidential Information; (c) that the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and (d) that such Confidential Information that I may acquire or to which I may have access is of great value to the Company.
2. I will not, during my employment or thereafter, remove or transfer physically, electronically or in any other way any Confidential Information (or any copy thereof) from premises or property owned, used or leased by the Company, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designee at the Company, and I shall retain no copies thereof.
3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company.

### **B. Competitive Restrictions:**

1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.
2. I agree that, during my employment with the Company and for a period of six (6) months after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company: (a) provide, or directly assist in the provision of, any



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Competitive Services or Products to any Client or Prospective Client (as defined below); (b) Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or (c) solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, nor provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in any country where the Company has carried out business in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located during the six (6) month period after I cease to be employed by the Company.
4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.
5. If my employment with the Company lasts for less than six (6) months, the time period of the competitive restrictions provided for in this section shall be reduced to be equal to the number of months that I was employed by the Company.
6. Nothing in this Agreement is intended to prevent me from seeking or accepting employment with any other financial services institution, bank, trust company, brokerage firm, or other competing entity after the termination of my employment with the Company, so long as such employment does not violate the restrictions of this Section B.

C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company. I hereby unconditionally and irrevocably transfer and assign to the Company all right,





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title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently have (or in the future may have) by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, “works made for hire” as defined in the U.S. Copyright Act, 17 U.S.C.A. §101 et seq. (or equivalent local legislation as applicable), I agree to waive all rights (including “moral rights”) in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company’s business (including the Company’s actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. To the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

1. “Company” means The Northern Trust Company, its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term “affiliate” means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with The Northern Trust Company.
2. “Competitive Service or Product” means any service or product that satisfies both of the following criteria: (a) is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and (b) is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.
3. “Client” means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during the last twenty-four (24) months of my employment. “Prospective Client” means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with



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which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during the last twelve (12) months of my employment. “Client” shall not include any person or entity that acted only as a referral source for the Company during the last twelve (12) months of my employment.

4. “Solicit” and “Solicitation” (with respect to Clients or Prospective Clients) mean directly or indirectly, and without the Company’s written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client to: (a) surrender, redeem or terminate a product, service or relationship with the Company; (b) obtain any Competitive Service or Product from me or any third party; or (c) transfer a product, service or relationship from the Company to me or any third party.
5. “Confidential Information” means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to: (a) client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and social security numbers or other government-issued identification numbers), information regarding clients’ accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential; (b) financial information, such as financial plans, reports, and forecasts; earnings figures; and profitability information; (c) corporate strategies, and business, marketing and/or strategic plans; (d) business procedures and methods, computer data, software, and systems designs of the Company; (e) all personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and (f) all information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).
6. “Restricted Person” means any person of Officer level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) within the last six (6) months of my employment with the Company, and with whom I had material business-related contact, about whom I had access to



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confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment with the Company or (if no such notice period exists) of ten (10) business days (two (2) weeks), setting out the date I want to leave, and (as soon as I know it) the name of my next employer, with a description of what my expected position will be. I agree that the Company may contact my new employer regarding my obligations under this Agreement.
2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period of the restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.
3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.
4. I understand and acknowledge that if I transfer positions or locations between or among Northern Trust Corporation subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns. This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.



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5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



CIN No : U27101TN1997PTC138203  
PAN No : AABCP0515H  
GSTIN : 37AABCP0515H1ZR  
IEC No : 2598000391  
AEO No : INAABCP0515H1F211

☎ Off : (044) 44012345  
Fax : (044) 42621402  
☎ Fac : (08578) 286577  
Fax : (08578) 286065

# PUSHPIT STEELS PRIVATE LIMITED

No.303A/B, INDUSTRIAL ESTATE (EXPN.), MERLAPAKA VILLAGE, YERPEDU MANDAL,  
**SRI KALAHASTHI**, CHITTOOR DT. ANDHRA PRADESH - 517 619

PSPL/HR/S&M/22-23/003  
24<sup>th</sup>November 2022

To

**Mr.Mahesh C,**

**Emp. Code: EM056**

#153, 2nd Main, 7th Cross, Maruthinagar,  
Bapuji Nagar, Mysore Road,  
Bengaluru -560026

Dear Sir,

With reference to your application and subsequent interview had with us, we are delighted in appointing you in position of **Sales & Marketing Executive - Bengaluru in Pushpit Steels Private Limited.**, on the following terms and conditions:

## GENERAL TERMS and CONDITIONS OF EMPLOYMENT

- 1. Commencement of Employment:** Your employment will be effective from your date of joining, as on 1st December, 2022.
- 2. Probation:** You will be on probation for a period of six months from the date of joining. If the Management is not satisfied with your work and conduct, your services shall be liable to terminate with one month's notice at any time during the probationary period. Similarly, you shall be entitled to resign from the services of the company by giving one month's notice during probationary period.

This period of probation will be liable to such extension(s) as the Management may deem fit. Unless an order in writing confirming you is given, you will continue to be on probation.

- 3. Salary:** Your Position will carry a CTC Compensation of **Rs. 1, 80,000/- (Rupees One Lakh Eighty Thousand Only)** per annum. Conveyance will be provided.
- 4. Working Days/Hours:** Monday to Saturday working hours from 9.00 am to 7.00 pm. The working hours are designed to meet and exceed customer requirement. If necessary the employee may be required to extend for additional hours depending on your responsibilities
- 5. Leave/Holidays:** You will be eligible for leave in accordance to leave policy.

CIN No : U27101TN1997PTC138203  
PAN No : AABCP0515H  
GSTIN : 37AABCP0515H1ZR  
IEC No : 2598000391  
AEO No : INAABCP0515H1F211

☎ Off : (044) 44012345  
Fax : (044) 42621402  
☎ Fac : (08578) 286577  
Fax : (08578) 286065

# PUSHPIT STEELS PRIVATE LIMITED

No.303A/B, INDUSTRIAL ESTATE (EXPN.), MERLAPAKA VILLAGE, YERPEDU MANDAL,  
SRI KALAHASTHI, CHITTOOR DT. ANDHRA PRADESH - 517 619

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6. **Placement:** You will be placed at **Office**, Bengaluru and however, your services are transferable to any of **PULKIT GROUP** companies or any state within India and within the company or at any place in India at any time at the sole discretion of the Management. In such cases, you will be governed by the terms and conditions of service applicable at the new placement & their own company policies.
7. **Responsibilities & Duties:** Your work in the organization will be subject to the rules and regulations of the organization as laid down in relations to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. You will maintain your area related records, documents Company neatly and with safe upkeep to be handed over as and when required by Company.
8. **Confidential Information:** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Company.  
  
You should not share the knowledge gained during your service with our competitor. You will also not involve in any act that brings loss to the business. On leaving the company for another opportunity with a competitor you will be required to maintain strict confidentiality of our clients and no attempt should be made to even solicit any business of similar nature of ours with such clients. The Company is at the liberty to initiate legal action in such instances.
9. **Company Property:** You will always maintain the Company property in good condition, which may be entrusted to your official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
10. **Applicability of Company Policy:** Your association and employment will be governed by various policies, rules, regulations and guidelines of the organisation that are in force from time to time. The terms of this offer shall at all-time remain confidential and should not be disclosed to any person/party.
11. **Confidential information:** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Company.

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You should not share the knowledge gained during your service with our competitor. You will also not involve in any act that brings loss to the business. On leaving the company for another opportunity with a competitor you will be required to maintain strict confidentiality of our clients and no attempt should be made to even solicit any business of similar nature of ours with such clients. The Company is at the liberty to initiate legal action in such instances.

**12. Dual Employment:** During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly engage or associate yourself with any other business or activities.

**13. No Poach Clause:** You shall not canvass or move any of the clients or employees of **Pushpit Steels Private Limited** or its **Pulkitt Group** Companies those you know by virtue of your employment with us, to any other organisation then you may join upon or after leaving us a for a period of 2 years.

Upon having resigned from the services or upon termination, you agree not to solicit the customer/client of the company(including any subsidiary, affiliate, group Company or any of them) for the purpose of offering to that person services similar to competing with those of the business conducted by the Company. Further, you agree not to solicit or entice away, or endeavour to solicit or entice away, any director or employee of the Company (Including any subsidiary, affiliate, Group Company or any of them)The Courts of Chennai shall be deemed to be the Courts of Jurisdiction in respect of any suits, claims, disputes, etc arising out of this Appointment order.

**14. Transfer:** You are liable to be transferred to any Division/Branch of the Company/Associate Companies as the Management may decide from time to time.

**15. Termination:** Your services could be terminated by 60 days written notice The Company reserves the right to terminate your employment without any notice period, if it is reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or lack of performance/productivity or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return all the property and confidential information in your possession or under your control relating to your employment or clients' business affairs to the Company.

**16. After Termination:** On termination, you will immediately submit to the Group Companies related documents, files, correspondences, data, any other Company related records or any materials etc., belonging to the company or relating to its business and shall not retain or make any copies of the same.

**17. Address:**You shall provide your residential address & related documents with proof to the Management. Any communication sent on that address through Registered A.D. / Courier with

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~~POD shall be considered to be sufficiently served on you for all purpose. Any change in address has to be communicated in writing and unless done so, the address in the records of the company shall be treated as your residential address.~~

18. **Declaration:** You have been engaged on the presumption that the particulars furnished by you in your job application are correct. In case the said particulars are found to incorrect or that you have concealed or withheld some other relevant fact, the Company reserves the right to initiate action including the termination of services irrespective of any other terms and conditions of employment.
19. **Acceptance of our offer:** It gives immense pleasure to welcome you to PULKIT family. We wish you a long, rewarding and fulfilling career and look forward to your joining with us. The term and conditions of employment might change time to time. Kindly sign and return copy of this letter as a token of acceptance of terms and conditions.
20. You will in all respects be governed by the Rules, Regulations laid down by the group from time to time. You will abide by the Karnataka Model Standing Orders Act & Rules & also Group Code of Conduct which will be issued in future.
21. Management reserves all the rights to amend of the above Rules at its sole discretion.

For PUSHPIT STEELS PRIVATE LIMITED.

  
Bharat Garg  
Authorized Signatory



I have Read the terms and conditions of the offer of appointment order and I accept the same without any reservation. I will join your company on \_\_\_\_\_

Date:  
Place:

Signature:



## LETTER OF APPOINTMENT

Date of Issuance: **14<sup>th</sup> December,2022**

**Mr. Manoj H N**

**Address:**

*No 49 24th main road, J C Nagar Kurubarahalli,  
Bangalore North, Mahalakshmpuram Layout,  
Bangalore North, Bangalore, Karnataka - 560086*

Email id: [hnmanoj18@gmail.com](mailto:hnmanoj18@gmail.com)

Phone: **7829994655**

Dear Manoj,

The management takes great pride in informing you that you have been appointed as **Business Process Associate** at Simplify3x Software Private Limited w.e.f **7<sup>th</sup> Dec 2022** presently posted at **Bangalore**.

### RELEVANT CREDENTIALS

That it is understood by you that this employment is being offered to you on the basis of the particulars/credentials furnished by you in/with your application for employment. If, at any time, should it emerge that the particulars/credentials as furnished by you are false/incorrect or if any material/information has been suppressed, this appointment shall automatically be rendered void and you shall be liable to termination forthwith/without any notice or compensation.

Grant to produce any relevant document from the previous employer or from the educational institute may be given depending on the complexity of the situation and on the sole discretion of the management.

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Simplify3x Software Private Limited  
(CIN:U7900KA2016PTC092549)



2nd Floor, 1st Block, Plot No # 406, 7th Main, Hennur Road Banasawadi, Bengaluru 560043, Karnataka.

## MONTHLY REMUNERATION & SALARY BREAKUP

Salary Component	Per Annum	Per Month
Basic	89100	7425
HRA	35640	2970
Medical Allowance	15000	1250
Conveyance	19200	1600
Special Allowance	100368	8364
<b>Gross Salary (A)</b>	<b>259308</b>	<b>21609</b>
Employee PF Contribution	10692	891
Professional Tax	2400	200
<b>Total Deduction (B)</b>	<b>13092</b>	<b>1091</b>
<b>Employer PF Contribution (C)</b>	<b>10692</b>	<b>891</b>
<b>TAKE HOME SALARY (A - B)</b>	<b>246216</b>	<b>20518</b>
<b>Cost to Company (A+C+D)</b>	<b>270000</b>	<b>22500</b>

INR 2,70,000/- (In words :- INR Two Lakhs Seventy Thousand per annum only)

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## SHIFT / WORK TIMING ADHERENCE POLICY

The duty hours will depend entirely upon the exigencies of business requirements that include client's availability and factors relevant to the success of the project or organization. You will be notified beforehand on such ad-hoc duty hours, shift, etc. Your weekly off will also be determined by the Management in the interest of business exigencies.

One of the primary focus or attitudes of the organization is to help you operate on a Work Life Balance, for you to excel in both professionally and personally.

## ANNUAL INCREMENT POLICY

Annual increment will be based upon your defined work performance by mapping the Key Performance Indicators (KPI's) by your immediate supervisor/ team lead or the concerned person. The annual increment is also based on the profitability of the company, professional behavior, integrity, discipline, punctuality and last but not the least, client handling. In case of getting marked down on the above pointers or on poor performance the annual increment can be withheld at the sole discretion of the management.

## TRANSFER POLICY

It is applicable that you could be transferred to any location, establishment, unit, office situated anywhere in the country. It is based on the decision of the Management, Senior Management to request such transfers.

Incase if it is not feasible at your end, a request can be made with valid reason for granting levy on the transfer policy which is further subject to the decision of the management to approve it or not to approve it.



## GENERAL COMPLIANCE

That you will directly and through your subordinates ensure proper and effective implementation and compliance of all relevant legal / statutory provisions. It is expected of you that you will do not/commit/sign any documents strictly in the interest of the establishment and will not bind the Management by any illegal, unlawful and criminal liability, or anything unacceptable to the Management. In case you commit any breach of trust or privilege in such discharge of your duty, you will be personally liable for the consequences of your acts and omissions.

## GENERAL RESPONSIBILTIV

That you will exercise overall responsibility of general management of the establishment/department, project/assignment assigned to you, and will run it with utmost efficiency as a successful profit center.

## CO-WORKER / TEAM MEMBER TRAINING

That you will identify the training needs of employees (if needed) working under your control and will arrange to provide them effective training from time to time and relevant knowledge transfer.

## DUAL EMPLOYMENT

That you will devote whole time to the business of the Company and shall diligently and efficiently carry out duties entrusted to you by the Company from time to time. You will not accept, directly or indirectly at any time any other job/assignment or transact business of any kind directly or indirectly, during your employment with the Company, whether full time or part time, and whether with or without any remuneration or consideration.

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(CIN:U7900KA2016PTC092549)



2nd Floor, 1st Block, Plot No # 406, 7th Main, Hennur Road Banasawadi, Bengaluru 560043, Karnataka.



## COMPANY DATA SECURITY

That your position is part of the Management Team, and requires highest degree of trust, confidence, confidentiality and integrity on your part. You will not divulge any classified /secret/confidential/trade/process information about the Company which you will get to know while working with us, to any other person, Company, body etc., neither during your employment with us, nor after leaving the same. You are not allowed to possess any property of the Company or take them away out of your place of work that which belongs to the company, without express written permission of the Management.

## LEAVE ADHERENCE /NO SHOW

That should you remain absent from your work without any information or prior written sanction of leave, and/or without any satisfactory explanation for more than 8 consecutive days, including absence when leave though applied for but not granted, or overstaying your sanctioned leave for more than 8 consecutive days, without written sanction of extension of leave by the Management, it will be presumed that you are no longer working for the Company and that you have abandoned your service with the company on your own accord, thereby terminating yourself from your employment. In such a case, you will not be liable to receive any statutory compensation. During a case of emergency, which may result in overstaying beyond your sanctioned leaves, it needs to be communicated to your immediate manager /supervisor/team lead through email or phone call, failing which it will be treated as No Show by the employee and thus, it may result in termination.

## COMMUNICATION / ADDRESS UPDATE NOTIFICATION

That you will keep the Management informed of your permanent/present communication/residential addresses and contact telephone/mobile numbers. You must communicate any change in them to the Management in writing within three days of such change. A communication sent to you at your last known address shall be considered to have been served on you.

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## COMPANY COLLATERAL

You will be given with company handbook, circulars, instructions etc. from time to time which will allow you to understand the core values of the organization and the driving force behind the company's and its client's success. These collaterals may be amended/formulated/invoked/introduced by the Management from time to time.

## NOTICE PERIOD

A notice period of 2 months is required to be given to the company, during your employment with the company to terminate this contract. The notice period is considered to start from the point the resignation letter is received by the manager. However, when situations warrant as in the case of breach of policies or in case of work performance issues, the company may decide to terminate the contract with immediate effect. During probation, the notice period applicable is for 1 month.

## DISPUTE MANAGEMENT

That in case of any dispute or difference arising in respect of the interpretation of your terms and conditions of service, or about any act or omission on your part; the decision of the Managing Director or of any person nominated by him in that matter shall be final and binding on you.

On your interest, the management team may have rounds of discussions and try to solve or mitigate the issue/disputer or any difference within the scope for your and company's benefit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming a global leader.

We assure you our support for your professional development and growth.

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**Simplify3x Software Private Limited**  
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Please sign/acknowledge and return the duplicate copy of this letter/provide written acknowledgement over email, as a token of your acceptance.

Sincerely,  
**For Simplify3x Software (P) Ltd.**

Urmila Manjunath  
Manager – HR

**ACCEPTANCE:**


**I Manoj H N**, have carefully read and understood the terms and conditions of my appointment as mentioned here in above, and I agree and undertake to abide by them.

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Signature

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**Simplify3x Software Private Limited**  
(CIN:U7900KA2016PTC092549)

 2nd Floor, 1st Block, Plot No # 406, 7th Main, Hennur Road Banasawadi, Bengaluru 560043, Karnataka.

Ref No: AS/HR/CS/202301/0130

## CONTRACT AGREEMENT

This Contract is entered into on **12<sup>th</sup> day of January, 2023**, at Bengaluru (the “**Contract**”) by and between:

**ALPHASTREAM TECHNOLOGIES PRIVATE LIMITED**, a company incorporated under the Companies Act, 2013, having CIN U74999TG2020PTC140282 and having its Branch Office at No 2, 8th A Main, Sampangi Ram Nagar, Karnataka – 560 027, INDIA (hereinafter referred to as “**Company**”, which expression shall include its successors and permitted assigns);

**AND**

**Ms. Nandini A.**, having Aadhaar No. **9166 4758 7464**, PAN **DSRPA7220Q**, son / daughter of Mr. Ashok, aged about **21** years, and currently residing at 394, 2<sup>nd</sup> Cross, 2<sup>nd</sup> Main, Rajeev Gandhi Nagara, Bangalore North, Peenya Small Industries, Bangalore, Karnataka – 560058. (hereinafter referred to as the “**Contractual Data and Research Analyst**”).

The Company and Contractual Data and Research Analyst are individually referred to as “**Party**” and collectively as “**Parties**”.

### WHEREAS:

- A. The Company is engaged in the business of Software Product/Solutions Development being carried on by the Company (“**Business**”).
- B. The Contractual Data and Research Analyst has represented that he/ she is qualified and competent to provide services to the Company with the research and development in the area of data science.
- C. Based upon the representation and assurances provided by the Contractual Data and Research Analyst, the Company is agreeable to appoint and engage the Contractual Data and Research Analyst to provide Services (defined hereinafter) to the Company.

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants and Contracts contained herein, the Parties agree as follows:

## 1. DEFINITIONS

- 1.1 “**Contract**” means this Contract as amended from time to time in accordance with the terms hereof.
- 1.2 “**Applicable Law**” or “**Law**” includes all applicable statutes, enactments, acts of legislature or parliament, laws, ordinances, rules, by-laws, regulations, notifications, guidelines, policies, rules of common law, permits, licenses, approvals, consents, authorisations, directions, directives, rulings and orders of any

### Alphastream Technologies Private Limited

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📍 **R&D:** Sampangi Ram Nagar, Bangalore, Karnataka, India, 560027 [CIN: U74999TG2020PTC140282]

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☎ **+91-80-6675 6600**

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Government Agency, statutory authority, tribunal, arbitration body, board, court or any recognised stock exchange(s) on which the securities of the Company may be listed, or any interpretation, policy or administration, having the force of law, by any Governmental Agency having jurisdiction over the matter in question.

1.3 “**Board**” means the board of directors of the Company (or any duly appointed committee or sub-committee of the board of directors of the Company).

1.4 “**Business Day**” means a day, except for Saturday and Sunday, on which the banks are open for transacting normal banking business in Bengaluru, Karnataka.

1.5 “**Cause**” means:

(a) if the Contractual Data and Research Analyst does not perform his duties or his obligations to the satisfaction of the Board and the Company or if the Contractual Data and Research Analyst is grossly negligent in the performance of his duties or during the course of his engagement;

(b) if the Contractual Data and Research Analyst commits any material breach of his obligations under this Contract or if any of the warranties set out in Clause 11 is not accurate;

(c) if the Contractual Data and Research Analyst commits any material breach of any of the guidelines, instructions, code of conduct applicable to the engagement with the Company;

(d) if the Contractual Data and Research Analyst commits any gross negligence or misconduct affecting the Business of the Company;

(e) if the Contractual Data and Research Analyst engages in conduct which is materially injurious, monetarily or otherwise, to the Company;

(f) if the Contractual Data and Research Analyst commits any fraud or breach of Applicable Law or an offence involving moral turpitude and / or recording of an adverse finding in a disciplinary action by any governmental / regulatory agency or authority or by any tribunal or court detrimental to the interests of the Company; or

(g) if the Contractual Data and Research Analyst is convicted in a criminal proceeding by any court or tribunal.

1.6 “**Confidential Information**” means any information, corporate data, any other material in whatever form (including without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located), which by its nature or content is identifiable as confidential and/ or proprietary to the Company or which is provided or disclosed to the Contractual Data and Research Analyst in confidence during the course of his engagement with the Company and which the Company or any Person acting on behalf of the Company may disclose or provide to the Contractual Data and Research Analyst or

which may come to the knowledge of the Contractual Data and Research Analyst by any means whatsoever. Without limitation, Confidential Information shall include the following, even if it is not marked as being “confidential”, “restricted” or “proprietary” (or any similar designation);

(a) any proposed term(s) of any Intellectual Property Rights license or other business arrangement or any commercial Contract to be entered into by the Company with any third party, any know-how, trade secrets, all the Intellectual Property Rights of the Company, drawing or claim, information, technique, idea, process, formula, sample, compound, extract, media, procedures and formulations for producing any such sample, compound, extract, media, purification protocols, analytical methods, apparatus, any process, formula or data relating to any research project, information relating to pricing, designs, specifications, volume estimates, financial data, engineering, manufacturing, marketing, servicing, financing, legal or personnel, information relating to present or future products, (including product pipelines, product enhancement information, product synthesis routes or product quantities) manufacturing scale-ups, raw material and its costs, business and product development plans, marketing plans, (including market testing information or marketing ideas and concepts) current and proposed strategies (including manufacturing strategies or sales strategies) especially with respect to unannounced products and services, sales, suppliers, clients, customers (including customer requirements, customers’ applications and environments), investors, other technical and business information, whether in written, graphic or electronic form of the Company; and

(b) The Company’s business activities, business relationships, services, processes, staff and technical information, data and documents necessary or useful for the carrying on of its Business.

(c) The details and other terms of engagement between the Company and its customer and clients etc.

1.7 “**Effective Date**” means the date on which the Contractual Data and Research Analyst joins the engagement of the Company.

1.8 “**Government Agency**” means any relevant governmental or quasi-governmental authority, statutory authority or quasi-statutory or regulatory authority, administrative, monetary, fiscal or judicial body, department, commission, authority, tribunal, agency or stock exchange or taxing authority or anybody entitled to exercise executive power or power of any nature or body or other organization to the extent that the rules, regulations, standards, requirements, procedures or orders of such authority, body or other organization have the force of Applicable Law.

1.9 “**Intellectual Property Rights**” means all intellectual property, including patents, inventions (whether or not patentable and whether or not reduced to practice), utility models, trade and service marks, trade names and the goodwill associated therewith, domain names, right in designs, copyrights, rights in databases, proprietary rights, technical, commercial or financial information of a proprietary or confidential nature (including without limitation manufacturing and production processes and techniques, improvements, customer proposals, customer and supplier information, technical and computer data and software), trade secrets and know-how, in all cases whether or not registered or registrable and including registrations and applications for registration or renewal of any of these, and all rights to apply for the same, rights to receive

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equitable remuneration in respect of any of these and all rights and forms of protection of a similar nature or having equivalent or similar effect to any of these anywhere in the world.

1.9 “**Non-Compete Period**” shall have the meaning ascribed to it in Clause 7.1 of this Contract.

1.10 “**Person**” means an individual, sole proprietor, firm, partnership (whether limited or unlimited), trust, estate, joint venture, limited or unlimited company, corporation, body corporate, unincorporated body, association, union, unincorporated association or organisation, any government, or state or any agency of a government or state, or any local or municipal authority or other governmental body (whether or not in each case having separate legal personality).

1.11 “**Responsible and Prudent Service Provider**” means a person who in the performance of its contractual obligations and in the general conduct of its undertaking, adopts best practices and exercises the degree of skill, diligence, prudence, care and foresight which would reasonably and ordinarily be expected from a skilled, internationally reputable and experienced provider of the same or similar type of services, and any reference to the standard of a Responsible and Prudent Service Provider shall be a reference to such degree of skill, diligence, prudence and foresight, subject however to compliance with local requirement under applicable Laws.

1.12 “**Restricted Area**” means any part of the Republic of India or any other country in the world where, on the date of termination of the engagement of the Contractual Data and Research Analyst, the Company had a place of business.

1.13 “**Services**” means any or all of the services to be provided by the Contractual Data and Research Analyst, as described during the discussions.

## 2. TERM

This Contract shall commence on and be effective from the Effective Date and shall be valid till **12<sup>th</sup> January, 2024** until terminated earlier in accordance with the terms hereof (“**Term**”).

## 3 PROVISION OF SERVICES

3.1 The Company hereby appoints the Contractual Data and Research Analyst to provide and perform, and Contractual Data and Research Analyst hereby accepts the appointment to provide, perform and deliver the Services as mentioned in during the discussion.

3.2 The Services shall be performed by the Contractual Data and Research Analyst subject to the terms and conditions of this Contract and on the following basis:

- (a) the Services shall be provided by the Contractual Data and Research Analyst on an exclusive basis;
- (b) the appointment of the Contractual Data and Research Analyst by the Company to provide Services is not an appointment of an agent by a principal; and

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(c) nothing contained in this Contract shall be construed as creating a partnership or employer-employee relationship between the Parties.

3.3 The Contractual Data and Research Analyst's principal place of work shall be [**Bengaluru**], or such other place that the Company may reasonably require from time to time.

## 4 DUTIES

4.1 During the Term, the Contractual Data and Research Analyst shall:

(a) perform such duties and exercise such powers loyally, diligently and consistent with his position as may from time to time be assigned to or vested in him by the Company; and

(b) comply with this Contract, all the Company's rules, regulations, policies and procedures from time to time in force (including but not limited to policies relating to use of telecommunication and information technology equipment of the Company) and Applicable Law to which the Contractual Data and Research Analyst is subject.

4.2 The Contractual Data and Research Analyst shall ensure that all the Services are rendered strictly in accordance with the specifications and timelines which will be provided on joining.

4.3 The Contractual Data and Research Analyst shall provide the Services as a Responsible and Prudent Service Provider.

4.4 The Contractual Data and Research Analyst shall, in relation to the engagement with the Company and performance of his obligations as an employee of the Company, only communicate through the official email id, if any provided by the Company and shall not engage in any communication over his private or personal email id, unless authorised by the Company in writing.

4.5 The Company shall be entitled to delete all the training datasets, related material and emails from the computer system used by the Contractual Data and Research Analyst upon completion of the relevant project and assignment.

4.6 The Contractual Data and Research Analyst shall provide full cooperation in case the Company and its network and systems are subject to any audit by or on behalf of a third party.

## 5 REMUNERATION

5.1 The remuneration for the Services and the manner of payment thereof shall be as set forth in **Schedule I** hereof.

5.2 In the event that a withholding tax or deduction is required by applicable Law, the Company will pay the remuneration for the Services net of the required withholding or deduction. All remuneration payable to

the Contractual Data and Research Analyst under this Contract shall be exclusive of any Goods and Services Tax that is required to be paid in respect of such fee payment.

5.3 The remuneration shall be paid on a monthly basis.

## 6 PERSONAL INFORMATION

The Contractual Data and Research Analyst hereby consents to the Company holding and processing, both electronically and manually, the data which it collects relating to the Contractual Data and Research Analyst in connection with his association and engagement for the purpose of its business, administering and complying with applicable laws, regulations and procedures. The Contractual Data and Research Analyst also further consents that the Company may disclose his personal data to any group companies, Indian regulatory or governmental authority or any other third party where such disclosure is necessary for, or ancillary to, compliance with any Applicable.

## 7 CONFLICT OF INTEREST

7.1 The Contractual Data and Research Analyst agrees and acknowledges that the activities, services, business processes and business method of the Company are proprietary, unique and irreplaceable and further acknowledges that competitive use of the same would substantially and irreparably injure the Company's business, prospects and good will. Therefore, in order to protect the proprietary rights and Confidential Information of the Company, the Contractual Data and Research Analyst undertakes, agrees and covenants with the Company that during the Term and thereafter he /she shall not, either personally or through an agent, company or otherwise in any other manner, directly or indirectly carry on or participate in (whether as a partner, shareholder, principal, agent, director, affiliate, employee or Contractual Data and Research Analyst) any business and/ or activity which is the same as, or similar to, or which competes with the Business that may result in the Contractual Data and Research Analyst misusing the Confidential Information.

7.2

(a) except on behalf of the Company, solicit, canvass, approach or influence or attempt to solicit, canvass, approach or influence any client, customer or other Person to direct its purchase of the products and/ or services of the Company to itself or any other Person in competition with the Business; and/ or

(b) employ or engage or offer to employ or engage any Person employed or engaged by the Company (whether as an employee, consultant, advisor, distributor or in any other manner), or otherwise induce, solicit or attempt to solicit, any Person employed by the Company (whether as an employee, consultant, advisor, distributor or in any other manner) to terminate or otherwise cease his/ her employment or engagement with the Company and/ or become the employee, consultant, advisor, distributor of or directly or indirectly offer services in any form or manner to the Employee and/ or any other Person which is a competitor of the Company.

7.3 The Contractual Data and Research Analyst acknowledges that the foregoing geographic, activity and time limitations contained in this Clause are reasonable and properly required for the adequate protection of the Company's business. In the event that any such geographic, activity or time limitation is deemed to be

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unreasonable by a court, the Contractual Data and Research Analyst shall submit to the reduction of either said activity or time limitation to such activity or period as the court shall deem reasonable.

## 8 NON-DISCLOSURE AND USE OF CONFIDENTIAL INFORMATION

8.1 The Contractual Data and Research Analyst agrees, undertakes and covenants for all times during the Term and after expiry or termination of his engagement for whatsoever reason:

- (a) not to use the Confidential Information for any purpose other than for an authorised purpose for which it is disclosed;
- (b) to treat and safeguard the Confidential Information as strictly private and confidential;
- (c) not to use, disclose or divulge, directly or indirectly, the Confidential Information in any manner to any third Person unless authorised by the Company to do so, and if authorised, such disclosure shall be limited to a “need to know” basis in the proper course of his duties under this Contract; and
- (d) to take all such steps as may be reasonably necessary to prevent Confidential Information from being disseminated or disclosed to unauthorised third Persons.

8.2 The Contractual Data and Research Analyst further agrees that in the event the Contractual Data and Research Analyst is required to disclose the Confidential Information or make any press release or public announcement, pursuant to any requirement by operation of Law or any direction or order of a competent court or governmental authority, the Contractual Data and Research Analyst shall:

- (a) forthwith inform the Company (if reasonably possible) prior to making such disclosure;
- (b) undertake such steps to limit the extent of the disclosure to the extent required/ permissible under Law;
- (c) afford the Company a reasonable opportunity, if possible, to intervene in such court proceedings; and
- (d) comply with the Company’s request (if possible) as to the manner and terms of making any such disclosure.

8.3 All Confidential Information disclosed by the Company to the Contractual Data and Research Analyst or which otherwise comes to the knowledge of the Contractual Data and Research Analyst, is acknowledged by the Contractual Data and Research Analyst,

- (a) to be proprietary information of the Company; and
- (b) not to confer any rights of whatsoever nature in such Confidential Information on the Contractual Data and Research Analyst.

8.4 Nothing contained in this Contract shall be construed as granting or conferring any rights in the form of a licence or otherwise in or with respect to any Confidential Information.

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8.5 The Contractual Data and Research Analyst shall protect the Confidential Information of the Company in the manner, and with the endeavour, of a reasonable Person protecting his own confidential information and shall use reasonable efforts to store the Confidential Information in such a way as to prevent authorised disclosure.

8.6 Without prejudice to the other rights of the Company, in the event of unauthorised disclosure or use of the Confidential Information occurring through a disclosure made to the Contractual Data and Research Analyst, the Contractual Data and Research Analyst shall use all reasonable endeavours to assist the Company in recovering and preventing the use, dissemination, sale or other disposal of such Confidential Information.

8.7 On the expiry or termination of this Contract (howsoever arising) or at the request of the Company at any time during the Term the Contractual Data and Research Analyst shall immediately,

(a) return to the management of the Company or any person nominated or authorised by the Company all copies and partial copies of all Confidential Information (whether in paper, electronic or other format) which the Contractual Data and Research Analyst may have obtained (and is in an accessible form) from the Company as well as all notes in an accessible form (whether in paper, electronic or other format) which the Contractual Data and Research Analyst may have prepared or may have obtained as a result of the Confidential Information being disclosed to the Contractual Data and Research Analyst; or

(b) destroy all copies of all Confidential Information (whether in paper, electronic or other format) (in accessible form) which the Contractual Data and Research Analyst may have obtained from the Company as well as all notes in accessible form (whether in paper, electronic or other format) which the Contractual Data and Research Analyst may have prepared or may have obtained as a result of the Confidential Information being disclosed to the Contractual Data and Research Analyst; and

(c) return to the management of the Company or any person nominated or authorised by the Company all Company documents, books, manuals, materials, records, correspondence, papers, information, data, credit cards, cars, software, equipment, computer hardware or software, mobile phones, car keys, keys and other property (in an accessible form) of the Business which may be in his possession or under his power or control.

8.8 The Contractual Data and Research Analyst shall comply with a request in terms of Clause 8.7 above, within 21 (twenty one) calendar days of receipt of such a request from the Company.

8.9 The Contractual Data and Research Analyst will co-operate with any request made by the Company either during or after the termination of his engagement with the Company to provide access including passwords and any codes to any computer or other equipment electronic or otherwise in his possession or under his control which contains information relating to the Company or the Business.

## 9 INTELLECTUAL PROPERTY

9.1 The Contractual Data and Research Analyst hereby agrees and acknowledges that all Intellectual

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Property Rights originated, conceived, written, made or discovered by the Contractual Data and Research Analyst during the course of his engagement with Company and/ or using the resources of the Company shall be deemed to be “work made for hire” for the Company (under Applicable Law) and all such Intellectual Property Rights shall automatically vest in the Company, *ab initio*, to the fullest extent permitted by law. The said existing and future Intellectual Property Rights will be the absolute property of the Company. Insofar as they do not vest automatically by operation of law or under this Contract, the Contractual Data and Research Analyst holds legal title in these Intellectual Property Rights on trust for the Company.

9.2 Notwithstanding the generality of the foregoing, the Contractual Data and Research Analyst agrees to assign to the Company by way of future assignment all Intellectual Property Rights for the full terms thereof throughout the world in respect of all intellectual property originated, conceived, written, made or discovered by the Contractual Data and Research Analyst during the course of his engagement with the Company and/ or using the resources of the Company.

9.3 The Contractual Data and Research Analyst shall, at the request and expense of the Company, execute all necessary deeds and documents to vest all the Intellectual Property Rights developed by him with the Company and do all things necessary or desirable to substantiate the rights of the Company under this Clause 9.

9.4 The Contractual Data and Research Analyst agrees and acknowledges that his remuneration and all consideration paid to him by the Company under this Contract includes compensation for the assignment to the Company of all Intellectual Property Rights and that the rights and obligations under this Clause 9 shall continue in force after the termination of this Contract in respect of any intellectual property created during the Contractual Data and Research Analyst’s engagement under this Contract.

9.5 In the event of any infringement by a third party of any of the Intellectual Property Rights of the Company which arises or arose in the course of the Contractual Data and Research Analyst’s engagement with the Company including breach of confidence or if the Company shall need to prove in any court proceedings its original ownership of any of its Intellectual Property Rights or that any patent rights were invented by any employees or Contractual Data and Research Analysts of the Company in the course of their employment it may request the Contractual Data and Research Analyst to lend his name to such proceedings and/ or to provide reasonable assistance and the Contractual Data and Research Analyst will do so subject to the Company giving him an indemnity in respect of all costs damages and expenses that he may incur in so doing. This clause shall survive termination of the Contractual Data and Research Analyst’s engagement for any reason.

9.6 The Contractual Data and Research Analyst shall take all necessary steps and co-operate fully with the Company to ensure that it is able to register its title to all and any Intellectual Property Rights that are deemed to vest in the Company by operation of Applicable Law and shall execute such documents including any confirmatory assignments and take such other steps as are reasonably necessary or appropriate for vesting in the Company and registering all its rights and interests in such Intellectual Property Rights. This clause shall survive termination of the Contractual Data and Research Analyst’s engagement for any reason.

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9.7 The Contractual Data and Research Analyst warrants to the Company that:

- (a) He has not given and will not give permission to any third party to use any of the Intellectual Property Rights;
- (b) He is unaware of any use by any third party of any Intellectual Property Rights; and
- (c) The use of the Intellectual Property Rights referred to in clause 9.1 by the Company will not infringe the rights of any third party.

9.8 Except as provided by law, no further fees or compensation other than those provided for in this Contract are due or may become due to the Contractual Data and Research Analyst in respect of the performance of his obligations under this Clause 9.

## 10 FURTHER COVENANTS

10.1 The Contractual Data and Research Analyst agrees and acknowledges that the restrictions contained in this Contract (including without limitation those set out in Clauses 7 and 8) are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the restriction set out in this Contract shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Contract valid and effective.

10.2 Notwithstanding the limitation of this provision by Applicable Law for the time being in force, the Contractual Data and Research Analyst undertakes to, at all times, observe and be bound by the spirit of this Contract (including without limitation the provisions of Clauses 7 and 8) provided, however, that on the revocation, removal or diminution of the Law or provisions, as the case may be, by virtue of which the restrictions contained in this Contract were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by Applicable Law or provisions revoked.

10.3 The Contractual Data and Research Analyst agrees and acknowledges that the covenants and obligations as set forth in this Contract (including without limitation those set out in Clauses 7 and 8) relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company irreparable injury. Therefore, the Contractual Data and Research Analyst agrees that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Contractual Data and Research Analyst from committing any violation of the covenants and obligations contained in this Contract. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have under Applicable Law, or in equity or under this Contract.

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10.4 The Contractual Data and Research Analyst shall not during the Term and thereafter make any statement, including in social media, or otherwise do anything that may be defamatory in nature or adversely affect that goodwill and reputation of the Company.

## 11 REPRESENTATIONS AND WARRANTIES

11.1 The Contractual Data and Research Analyst hereby represents, warrants, and covenants as follows:

(a) he has full capacity, power and authority and has obtained all requisite consents and approvals to, enter into and to observe and perform this Contract;

(b) by virtue of entering into this Contract and/ or any other Contracts or agreements or arrangements made or to be made with the Company he will not (i) be in breach of any express or implied terms of any documents, agreements, Contracts or any other instruments to which he is a party or of any other obligation binding on him and (ii) violate Applicable Law; and

(c) he is not subject to any written non-solicitation or non-competition Contract affecting his engagement with the Company in the manner contemplated herein.

## 12 TERMINATION

12.1 The Contract may be terminated by the Company immediately for Cause upon giving a notice to the Contractual Data and Research Analyst of such termination. Provided however, if in the opinion of the Company, the Cause is capable of being remedied, the Company may give a notice of 3 (three) calendar days to the Contractual Data and Research Analyst to remedy the Cause and if the Cause remains un-remedied for the said period of 3 (three) calendar days, the Company may terminate the engagement of the Contractual Data and Research Analyst immediately without any further notice by giving a notice to the Contractual Data and Research Analyst of such termination.

12.2 The Contract may be terminated by giving of **7 days' notice** for any or no reason by either party. Where such notice period is less than the statutory minimum, then the statutory minimum shall apply to both parties. The Company may in its sole and absolute discretion decide to make a payment in lieu of the notice period to be served by you.

12.3 If the Company terminates the engagement of the Contractual Data and Research Analyst under this Clause 12 such termination shall be without prejudice to any other rights or claims the Company may have against the Contractual Data and Research Analyst and, the Contractual Data and Research Analyst shall have no claim for compensation for loss of office or otherwise against the Company in respect of such termination. Any delay by the Company in exercising such right of termination shall not constitute a waiver of it.

12.4 Obligations upon termination

(a) On termination for whatever reason of this Contract, the Contractual Data and Research Analyst

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agrees, at the request of the Company, to resign immediately from the position in the Company and to do all acts and sign such documents as shall be necessary to effect and document such resignation. If the Contractual Data and Research Analyst does not sign and deliver the appropriate resignation to the Board within 3 calendar days of their request he hereby appoints any director of the Company from time to time to sign notice(s) of resignation for and on his behalf and in his name and deliver them to the Company.

(b) Post termination: Notwithstanding anything to the contrary contained herein, in the event of termination of this Contract by the Company, whether such termination is disputed by the Contractual Data and Research Analyst or not, the termination shall be effective immediately and the Contractual Data and Research Analyst shall forthwith cease to act or represent himself as the Contractual Data and Research Analyst of the Company from the date of termination.

12.5 Termination of the engagement of the Contractual Data and Research Analyst with the Company shall be without prejudice to any rights of the Parties which have accrued at the time of termination which will remain in full force and effect.

12.6 In case of termination of the engagement of the Contractual Data and Research Analyst for any reason whatsoever, the Contractual Data and Research Analyst shall be obliged to comply with the provisions of this Contract in relation thereto and complete relieving process and other formalities as per the policies of the Company.

12.7 The provisions of Clauses 7, 8, 9, 12.4, 12.7, 12.7, 14 and 15 shall survive the termination of this Contract for any reason whatsoever.

## 13 MISCELLANEOUS

### 13.1 Severability

The Contractual Data and Research Analyst hereby acknowledges that time and other limitations contained in this Contract are reasonable and properly required for the adequate protection of the Business and affairs of the Company, and in the event that any one or more of such time or other limitations is found to be unreasonable by a court of competent jurisdiction, the Contractual Data and Research Analyst hereby agrees and submits to the reduction of said time or other limitation to such an area, period or otherwise as such court may determine to be reasonable. In the event that any provisions, restriction or limitation under this Contract is found to be unreasonable, invalid or otherwise unenforceable in any jurisdiction, in whole or in part, the Contractual Data and Research Analyst hereby acknowledges and agrees that the remainder of the provisions, restriction or limitation shall remain in full force and effect, and the invalidated or unenforceable provisions, restriction or limitation shall remain and be valid in all other jurisdictions covered by the territorial scope of his obligations hereunder.

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### 13.2 Assignment

This Contract is personal in nature to the Contractual Data and Research Analyst and the Contractual Data and Research Analyst cannot assign this Contract without the prior written consent of the Company. The Company shall be entitled to assign its rights and obligations under this Contract without the prior written consent of the Contractual Data and Research Analyst.

### 13.3 Waiver

(i) The failure by the Company to insist, in one or more instances, upon strict performance of the obligations under this Contract, or to exercise any rights contained herein, shall not be construed as waiver, or relinquishment for the future, of such obligation or right, which shall remain and continue in full force and effect.

(ii) If any Party agrees to waive his or its rights under a provision of this Contract, that waiver will only be effective if it is in writing and it is signed by that party. A Party's Contract to waive any breach of any term or condition of this Contract will not be regarded as a waiver of any subsequent breach of the same term or condition or a different term or condition.

## 14 DISPUTE RESOLUTION

(i) All disputes or differences between the Parties shall be resolved by final and binding arbitration at the request the disputing Parties upon written notice to that effect to the other disputing Parties. In the event of such arbitration:

(a) The arbitration shall be in accordance with the rules of the Indian Arbitration and Conciliation Act, 1996 ("**Arbitration Act**") and the rules made there under, in force at the relevant time (which is deemed to be incorporated into this Contract by reference);

(b) All proceedings of the arbitration shall be in the English language. The venue of arbitration shall be Bengaluru, Karnataka, India;

(c) The dispute shall be referred to a single arbitrator, who shall be appointed by the Company. The decision of the arbitrator shall be final and binding on the Parties; and

(d) Arbitration awards rendered shall be final, binding and shall not be subject to any form of appeal.

(ii) Nothing shall preclude a Party from seeking interim equitable or injunctive relief, or both, from any court having jurisdiction to grant the same. The pursuit of equitable or injunctive relief shall not be a waiver of the duty of the Parties to pursue any remedy for monetary Losses through the arbitration described in this Clause 14.

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**15 GOVERNING LAW**

This Contract shall be governed in all respects by the Laws of India (without reference to its conflict of Laws provisions) and, subject to the provisions of Clause 14 (Dispute Resolution), the courts at Bengaluru, Karnataka, India shall have exclusive jurisdiction.

**16 ENTIRE CONTRACT**

This Contract contains the entire understanding and Contract between the Parties relating to the subject matter hereof and all prior oral and written arrangements, understanding and Contracts executed between the Company and the Contractual Data and Research Analyst are extinguished.

**IN WITNESS WHEREOF**, the Parties have entered into this Contract on the day, year and place first above written.

**FOR ALPHASTREAM TECHNOLOGIES PRIVATE LIMITED**

**Mr. Nitin Nath**  
**Director**

Date: 10<sup>th</sup> January, 2023

**By Nandini A. (Contractual Data and Research Analyst)**

Address: \_\_\_\_\_

Date:

Signature:

**SCHEDULE I****REMUNERATION**

Your remuneration would be Rs.2,40,000/- Per Annum (Rupees Two Lakhs and Forty Thousand Only Per Annum) during the Contract period. The monthly payment is subject to 10% TDS as applicable.

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Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



**Date: 09-March-2022**

## Letter of Intent

**Dear Nimraa,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be <b>₹ 306,987</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RM2 Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089



**NORTHERN  
TRUST**

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone - II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Main - +91(20) 485 38200

Salary Break up Annexure

**Name:** Nimraa

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Nimraa , nimraasuroor@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.





October 9, 2022

Pavithra P

#89, skandad nilaya, 1st A cross, Muneshwara layout, Bharath Nagar 2nd phase, Bangalore 560091

Dear Pavithra,

We, Alorica (India) Private Limited are impressed with your credentials and are happy to make an offer of employment as Customer Experience Agent. We believe you will be a valuable addition to the Company, and we wish you all the success.

***Terms and Conditions:***

1. Your total Cost to Company will be CTC of 320,000.00 - (Three lakh twenty thousand only) per annum and will be subject to deduction of tax at source as per statutory regulations and applicable laws. The detailed break-up of your compensation, perquisites and benefits will be furnished to you in the appointment letter issued on the day of joining.
2. You are required to join on **Monday, October 10, 2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
3. You are requested to report at **9am** Monday, October 10, 2022 to complete the joining formalities at the address mentioned below:

Office Address: Alorica India Pvt Ltd, Level 1, Block 12, Ecospace Pritech Park, Outer Ring Road, Bellandur, Bangalore - 560103.

4. At the time of joining, you are requested to submit the copies of the following documents:
  - Application for Employment
  - Non-Disclosure Agreement
  - Copy of Educational Certificates (10, 10+2, Graduation, Post-Graduation, Course Certifications, if applicable)
  - Pay Slip for the last 3 months of your employment from the previous employer
  - Service and Relieving letters from all previous employers
  - Proof of identity: Copy of Passport, Driving License, Voter ID Card or PAN Card (anyone).
  - Copy of Full Aadhaar.
  - 6 passport size photographs (With White Background).
  - Other new hire paperwork as required by the Company

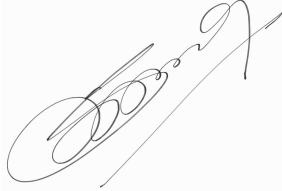
Please note that the Company reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.



Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner and return to the under signed within 24 hours of receipt of the offer, as a token of your acceptance and mentioning the date of your joining the Company. You will be issued a detailed Appointment Letter with terms & conditions on the day of joining.

We welcome you to the Company and look forward to a long and mutually beneficial association.

Sincerely,



For Alorica (India) Private Limited

**Annexure 2**  
**Salary on CTC basis**

Description	Monthly Gross (INR)	Annual Gross (INR)
<b>Fixed Salary (A)</b>		
Basic	10667	128000
HRA	5333	64000
Special Allowance	6674	80083
Food Allowance	2200	26400
<b>Gross Pay (A)</b>	<b>24874</b>	<b>298483</b>
<b>Retirals (B)</b>		
PF Contribution by Emplo	1280	15360
Gratuity (4.81% of Basic)	513	6157
<b>Sub Total - Retirals</b>	<b>1793</b>	<b>21517</b>
<b>Total CTC (A+B)</b>	<b>26667</b>	<b>320000</b>

*Offer letter for candidate PAVITHRA. P*

*Candidate's response "Accepted" was recorded on October 9, 2022*

*Business title Operations.Customer Experience.Customer Experience.Agent from job requisition Customer Experience Agent - Amazon - Bangalore - 65FTE - I/E - 10/10/2022 (201665 )*

*Job offer was extended on October 9, 2022*

*Response recorded by Arun H J on behalf of PAVITHRA. P*

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



Date: 09-March-2022

## Letter of Intent

**Dear Prajwal P kulakarni,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
Conditional Offer	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>

Prajwal. P.K



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
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EON Free Zone- II,  
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Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
<p>Working Hours &amp; Leave</p>	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>
<p>Probation &amp; Notice Periods</p>	<p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p>

*Pragwal PK*



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
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Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



	<p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p>
--	--



Praveen PK

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
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Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



### Salary Break up Annexure

**Name:** Prajwal P kulakarni

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	₹ 26,987
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

### **Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Prajwal P kulakarni , prajwalpk2000@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



26/09/2022

Ramya S

Dear Ramya,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, The offer of employment that you shall receive is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable, as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*

Lokendra Sethi (Sep 27, 2022 18:48 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources

26/09/2022



above your Annual fixed pay, mentioned  
covered as per Hospitalization Insurance  
Additionally, if you come with  
contributions

Ramya S  
143/A 1st. Floor, 4th block, 6th main  
Rajaji nagar bangalore, 560010  
India

Dear Ramya,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Help Desk Technician at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 11/10/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

#### **1.0 Salary**

Your Annual Fixed Pay will be INR 280,000.00 per annum.

#### **1.1 Basic Salary**

You will be eligible for a Basic Salary which will be INR ₹153,846.00.

#### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

#### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

#### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

#### **1.5 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and





Date: 09-March-2022

**Letter of Intent**

**Dear Sanjana G S,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

<b>Date Of Joining</b>	Will be Confirmed by HR as appropriate date approaches.
<b>Salary</b>	Your Annual Fixed Pay will be ₹ <b>306,987</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
<b>Retirals</b>	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
<b>Benefits</b>	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>• Accident insurance and</li> <li>• Life assurance</li> </ul>
<b>Conditional Offer</b>	Your appointment as " <b>Analyst I</b> " with Northern is conditional upon: <ol style="list-style-type: none"> <li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>





Salary Break up Annexure

**Name:** Sanjana G S

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
	₹ 26,987
<b>Sub Total</b>	
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Sanjana G S , sanjanags2001@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.

*Sanjana G S*  
11/03/2022



To,  
Ms Savitha D  
1ST CROSS 1ST MAIN ROAD  
Kamakshipalya kaveripura  
Bangalore-560079

Date : 19.12.2022

Ref. No.: RAFA/2024

Sub: Appointment Letter.

With reference to your application and subsequent discussions we had with you, we are happy to offer you appointment as "Centre Head" in our college. You will be posted in Sanjaynagar Branch.

Your appointment is effective from 19th December 2022 subject to following conditions:

1. You will be responsible to "Centre Head" designation and should carry out your responsibilities as entrusted to you from time to time.
2. Your employment will be in accordance with rules, regulations and policies of our organization from time to time.
3. Your monthly salary will be Rs/- 22,000 (Rupees – Twenty Two Thousand only). Applicable taxes shall be deducted wherever relevant. Break up of your salary shall be made available in your pay slip.
4. Working Days and hours:
  - i. Monday to Thursday : 11.00 am to 7.30 pm
  - ii. Friday & Saturday : 11.00 am to 8.00 pm
  - iii. Sunday : 8.00 am to 4.30 pm
  - iv. Tuesday shall be weekly holiday.
5. Leaves: You will be entitled to 12 statutory holidays declared by the college.
6. Your appointment is confirmed on acceptance and signing of "Terms and conditions" document pertaining to your job profile.
7. In token of your acceptance of appointment offered to you, do return the signed copy of this letter.

Welcome to the Family of "Rhythms" and have a Successful career with us.

Yours Faithfully,

Dr. Vishwanath Prasad H.  
(Founder – Chairman, Rhythms)

Signature of the Candidate:

Name in capitals:

SAVITHA - D

ISO 9001:2015 Certified

nagar (Corporate Office) : # 91, AECS Layout, Nagashetti Halli, Sanjaynagar, Bangalore - 560 094.  
Park West : # 23, Serpentine Road, Kumara Park West, Bangalore - 560 020.  
gar : # 33, 36th Cross, 2nd Block, Rajajinagar, Bangalore - 560 010.  
ar : # 21/1, 8th 'C' Main, 4th Block, Jayanagar, Bangalore - 560 011.  
ar : # 278, 5th Main, 6th Cross, 1st Stage, Indiranagar, Bangalore - 560 038.  
ar : # 4, 80feet Road, Chandra Layout, Vijayanagar, Bangalore - 560 040.  
ala : # 2, 60feet Road, 6th Block, Koramangala, Bangalore - 560 095.

Ph : 23414541, 42107  
Ph : 23560078, 2348  
Ph : 23131913, 4128  
Ph : 26636125, 412  
Ph : 25256465, 416  
Ph : 23184677, 41  
Ph : 25524777, 41



To,  
Mr. Shreyas L  
S/o K Lakshmana  
151 1st Main 6th Cross  
Shbhas Chandra Bose Road  
Preethnagar Laggere  
Bangalore North-560058  
Mob-9980679910  
Email Id.- shreyasgowda.9980@gmail.com

Nov 08th, 2022

**Offer Letter**

Dear Mr. Shreyas L,

We are pleased to offer you a position as **"Solution Expert"** at Columbia Store. You are requested to join on or before **08-11-2022**, at **Orion Mall-Bangalore**.

You will be on probation for a period of 3 (three) Months from the date of joining as mentioned herein and your services may be terminated by the company without notice at any time during or on completion of the probation period.

The terms and condition of your appointment would be stated in your appointment letter, which will be issued to you after your joining with us.

You are requested to sign a copy of this letter as a token of your acceptance.

Best Regards

Debalina Bhattacharya  
Senior Manager- HR  
Chogori India Retail Ltd.

Please submit the following documents at the time of joining.

- Employment Appl. Form – attached. ( to be filled-in completely and submitted at the time of joining)
- Latest Passport size photo-5 nos.
- Certificate supporting your educational qualification
- 10<sup>th</sup> 12<sup>th</sup> Certificate
- Diploma/Degree Certificate
- Master Degree Certificate
- Any other Certificate with supporting documents if any4- Your Reliving letter of your Current Employer.
- 5- Service Certificate/ Proof of employment from the Current and all previous employers.6- Pan Card Photo Copy
- Address Proof
- Bank Account No

## Annexure 1

<b>Name</b>	<b>Shreyas L</b>	
<b>Designation</b>	<b>Solution Expert</b>	
<b>DOJ</b>	<b>08-11-2022</b>	
<b>Location</b>	<b>Orion Mall - Bangalore</b>	
<b>Salary Heads</b>	<b>Amount (Monthly)</b>	<b>Amount (Annum)</b>
<b>Basic</b>	8,291	99,492
<b>HRA</b>	4,146	49,752
<b>Special Allowance</b>	8,290	99,480
<b>Gross Salary</b>	<b>20,727</b>	<b>248,724</b>
<b>Provident Fund</b>	1800	21,600
<b>ESIC</b>	674	8,088
<b>Gratuity</b>	399	4,788
<b>CTC</b>	<b>23600</b>	<b>2,83,200</b>
<b>CPLI Credit Unit</b>	2320	27,840
<b>CPLI</b>	2320	27,840
<b>Total Cost to Company (CTC)</b>	<b>28240</b>	<b>3,38,880</b>

1. Tax will be deducted based on current tax structure.
2. Company Performance linked Incentive(**CPLI**)- To be paid monthly, based on Company Policy
3. Company Performance linked Incentive-**Credit Units(CPLI-Credit Units)**- To be paid annually, based on Company Policy

Date: 27 Jan 2023

Mr SRIKANTH MA

910 Bangalore

Rajajinagar 560010

Employee No: 2760606

Dear Mr SRIKANTH MA

### **Appointment Letter**

We are pleased to appoint you in our organization as Relationship Officer subject to the following terms and conditions:

1. Your contract will commence from 27 Jan 2023 and expire on 26 Jan 2024 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 27 Jan 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 5<sup>th</sup> of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 27 Jan 2023 to 26 Jan 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: SRIKANTH MA



**Salary Annexure**

Employee No: 2760606

<b>Particulars</b>	<b>Amount</b>
Basic	12000
House Rent Allowance	4800
Conveyance	1600
Employer PF Contribution	1674
ESIC - Employer	598
Insurance	197
Works Allowance	352
Statutory Bonus	1248
TotalAmount	22469
Amount In Words(Rs)	Twenty Two Thousand Four Hundred Sixty Nine Rupees

**Net Pay Annexure**

<b>EARNINGS</b>	<b>Amount</b>
Basic	12000
House Rent Allowance	4800
Conveyance	1600
Works Allowance	352
Statutory Bonus	1248
<b>Gross Earnings</b>	<b>20000</b>
<b>DEDUCTIONS *</b>	<b>Amount</b>
Employee ESI	138
Employee PF	1674
Professional Tax	200
<b>Total Deduction</b>	<b>2012</b>
<b>Net Salary</b>	<b>17988</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

**Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme



within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

**\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\***

Doc ID: TL/AA9D5FF7C2A

**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**  
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)

October 3, 2022

Ref:HDBFS/22-23/HRIC72470/Appt/161108

Ms.Sukanya K,  
#32, Modi Garden,  
J C Nagar,  
Bangaragiri Nagar,  
Bangalore-560006

Dear Ms.Sukanya K,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PRIME CHANNEL on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Bangalore .You are initially assigned to services at our client premises, CMA CENTENARY TOWER. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any “Intellectual Property Rights”(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than October 18, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,**  
**For HDB Financial Services Ltd.**



**Hemant Revankar**  
**Authorised Signatory**  
**ADFC - A division of HDB Financial Services Limited.**

**AGREED AND ACCEPTED**


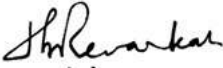
eSigned using Aadhaar  
(Leegality.com - 7jStAAW)  
Sukanya K

Date: Fri Oct 14 18:07:23 IST 2022

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**Ms.Sukanya K**

## Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS.SUKANYA K		
Role	Jr. Officer - Prime Channel		
Grade	Grade-I		
Location	Bangalore		
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	1,54,800		12,900
HRA	61,920		5,160
PDA	41,280		3,440
Provident Fund (Employer's contribution)	21,600		1,800
<b>Gross Salary (A)</b>	<b>2,79,600</b>		<b>23,300</b>
Gratuity----- (B)	7,446		620
<b>Total Fixed Compensation (C=A+B)</b>	<b>2,87,046</b>		<b>23,920</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC72470/Appt/161108	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar  
(Legality.com - 7jStAAW)  
Sukanya K  
**Ms. Sukanya K**  
Date: Fri Oct 14 18:07:23 IST 2022

## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Sukanya K  
2. FATHER'S / HUSBAND'S NAME : Karthik  
3. DATE OF BIRTH : 29-Sep-2000  
4. SEX : Female  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : #32, Modi Garden,  
J C Nagar,  
Bangalore - 560006

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Karthick , #32, Modi Garden, J C Nagar, Bangalore- 560006	Father	01 - Mar - 1972	100	No

- \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
  - \* Certified that my father / mother is / are dependent upon me.
- (\* Strike out whichever is not applicable.

eSigned using Aadhaar  
(Leegality.com - 7jStAAW)  
Sukanya K

Date: Fri Oct 14 18:07:23 IST 2022

X

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER



**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Karthick , #32, Modi Garden, J C Nagar, Bangalore- 560006	01 - Mar - 1972	Father

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Karthick	#32, Modi Garden, J C Nagar, Bangalore- 560006	01 - Mar - 1972	Father

Date : 14-Oct-2022

X

eSigned using Aadhaar  
(Leegality.com - 7/STAAN)  
Sukanya K

Date: Fri Oct 14 18:07:23 IST 2022  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

(\* Strike out whichever is not applicable

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment  
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

**For HDB Financial Services Limited**



*(Handwritten Signature)*

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.  
&  
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
(See Sub-Rule (i) of rule (6))

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari SUKANYA K whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Karthick ,#32, Modi Garden, J C Nagar, Bangalore- 560006	Father	01 - Mar - 1972	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	Sukanya K	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Cma Centenary Tower	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Prime Channel	
7	Date of appointment.	14-Oct-2022	
8	Permanent address.	#32, Modi Garden, J C Nagar, Bangalore - 560006	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Cma Centenary Tower  
Date : 14-Oct-2022

eSigned using Aadhaar  
(Leegality.com - 7JStAAW)  
Sukanya K  
X \_\_\_\_\_  
Date: Fri Oct 14 18:07:23 IST 2022  
Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Place : Cma Centenary Tower

Place : Cma Centenary Tower

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

**HDB Financial Services Ltd**

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

\_\_\_\_\_  
Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X eSigned using Aadhaar  
(Leegality.com - 7JStAAW)  
Sukanya K  
Date: Fri Oct 14 18:07:23 IST 2022  
Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

161108

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Sukanya K					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Karthik					
3	Date of Birth (DD/MM/YYYY)	29/09/2000					
4	Gender: (Male/Female/Transgender)	Female					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	sukanyasuku2915@gmail.com 8088314798					
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	14/10/2022					
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	33140201066					
	b) IFS Code of the branch:	SBIN0003982					
	c) AADHAAR Number:	552714623928					
	d) Permanent Account No. (PAN), if available	GBVPS3371C					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From		<input type="text"/>	To		<input type="text"/>

## UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 14-Oct-2022  
Place: Bangalore

eSigned using Aadhaar  
(Leegality.com - 7jStAAW)  
Sukanya K

Date: Fri Oct 14 18:07:23 IST 2022

Signature of the Member

## DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.

**T&M Services Consulting Private Limited**

T & M House, Kohinoor Complex,  
'A'Wing, Next To Maharaja Hotel,  
W.E. Highway, Dahisar (East).  
Mumbai- 400 068, INDIA  
Tel.: +91 22 4222 0700  
Fax: +91 22 4029 7562  
Email: info@tmscl.com  
Website: www.tnmhr.com



**Ref No: TNM/ID-333226/2022-2023**

**Date: 01-Dec-2022**

**Emp ID: TRAIL0256**

**Dear Ms. Tharuni J,**

**Sub: Fixed Term Appointment Letter**

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to appoint you as a **OA/Proj/SBC** you will be deputed at **Railtel Corporation of India Limited**. You will be working with us from **01-Dec-2022** or as desired by the client, on the following terms and conditions:

1. Your monthly gross salary would be **Rs.21936.00/- (Rupees : Twenty One Thousand Nine Hundred Thirty Six Only)**, all inclusive.
2. Initially you will be on probation for a period of 6 months, and your probation period will be automatically extended by 3 months in case you are not confirmed in writing by the organization.
3. During the Probation period your services can be terminated without notice. Your services can be terminated by the Organization by giving you one month's notice as an when your services are not required/ you becoming surplus/ or any other reason as decided fit by the organization. In case you decide to leave the company, similarly you have to give one month's notice to the organization. You are required to give one month's notice even during the period of probation. Period of notice will be reckoned from the date of acceptance of resignation letter, in writing from our organization.
4. Your appointment will be on contract basis for a period of one year from the Date of Joining. Your Contract can be continued further as per the requirement of the organization.
5. During the period of contract, you are not supposed to engage in any part-time / full-time employment or any other gainful assignment, mainly effect your working with our organization or which is against our / our client's organizational interest.



6. Deduction of Income Tax, Professional Tax Provident Fund ESI & other statutory deductions shall be made as per the requirements.
7. The employer reserves the right to vary the terms of your appointment however after giving you notice as may be and if required under rules or law.
8. The employer has the right to transfer you to any of its branches existing at present or Office or branches likely to open in future any wherein India, in the interest of the company's business. You shall be governed by the conditions of service or rules and regulations that may be prevailing in the place to which you may be transferred.
9. You have to be regular in attendance. You shall observe working hours as applicable to client's staff, where you are deputed. However you may have to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies, for which no extra payment will be made. You will have to work for such extra time as may be necessary to fulfill your obligations. You are not expected to remain in the office premises after completion of your assigned work.
10. You shall record your attendance at client place through the swap card system and at the end of the month you should collect a certificate of attendance from **RAILTEL** on the basis of which salary shall be paid to you.
11. We will issue you an identity card, which should be displayed by you at all, times at our client sites.

## **12. CONFIDENTIALITY:**

- a. You will responsible or maintaining the secrecy and confidentiality and shall not divulge/disclose to anyone the information obtained by you during the course of your employment.
- b. All information, data, drawings, specifications, documentation, software listings, source or object code which you would create in performance of obligations under this agreement shall be the property of us/client at all times. You shall not disclose to anybody any information, data or documents passed on by our client to you during your association with client in its projects in a manner inconsistent with the provision of this agreement.
- c. You are not permitted to take away any floppy, magnetic tape or other magnetic media or written/printed documents, tool kit or any other material from the project site except with the written consent of the client coordinator, for developmental use. You shall recognize and acknowledge that any use or disclosure of the Application Software developed or under development and associated documentation will cause client irreparable loss and damage for which other remedies may be inadequate. You, therefore, undertake to make good of damages appropriately, so caused.
- d. You shall agrees that the ownership of the software developed by you vests exclusively with **T&M** or its client, and **T&M** or its client shall have the absolute right to use the same in any way it considers fit, any or all programs or any part of the software documentation, programming tools, skills, techniques and sub-routines used in the design, development, porting and support of the software. You shall not claim any right to any software, material etc., even though the same has been developed by the you during your association with client on client's project.
- e. You shall ensure that the same is not used or permitted to be used in any manner incompatible or inconsistent with that authorized by the client. You shall ensure that the Confidential Information is properly safeguarded and you will take all necessary measures to protect it against misuse, loss destruction, alterations or deletions thereof.

- f. You shall disclose to your employer any act of bad faith committed by a fellow servant or any such act or omission which comes to your knowledge and which you consider to be detrimental to the interest of your employer's business.

## 12. INDEMNITY:

- a. You, hereby, represent and warrants to us and the client that the services provided by you shall not violate any proprietary and intellectual property rights and any third party, including without limitation, confidential relationships, patent, trade secrets, copyright rights and any other proprietary rights. You, hereby, agree to indemnify and hold client harmless from any loss, claim, damage, costs or expense of any kind including reasonable attorneys fees, to which client may be subjected by virtue of a breach of the foregoing warranty.
  - b. You also agrees to indemnify and hold client harmless from any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorneys fees, to which client may be subjected by virtue of any finding related to the terms of this Agreement and/or to the services required to be provided under the terms of this Agreement, or by virtue of any contravention and/or non- compliance with any laws, ordinance, regulations and codes as may be applicable from time to time.
  - c. Any damage caused by you or caused foe to your act, intention or otherwise, directly/indirectly, at client's place or organization intentionally/ unintentionally resulting in damage / loss of property or equipment or any tangible / intangible items / assets, including but not restricted to the software, hardware, stationery, property etc. will be dealt severally and you will be liable for damage or loss.
13. You can be relived from services without any notice and inquiry, under the following condition's/situations
- A. In case your performance is found to be unsatisfactory, or you are found violating any disciplinary norms of the organization or client.
  - B. In the event of rejection, dishonesty, disobedience, absence from duty without permission or any other act considered detrimental to the interest of the organization/client, or violation of one or more terms of this appointment.
  - C. Any activity leading to formation of groups which the organization may feel that such groups may hamper the work, peace and general client relationship.
  - D. Any activity resulting in loss of work at client premises or purposive delay of work, at an individual capacity or in conjunction with other colleagues, will be treated as an in disciplinary act and may result in termination of your service without notice or inquiry, with immediate effect.
14. You are expected to observe the standards of cleanliness, decorum, safety and general discipline laid down by the organization or client. The organization / client is authorized to remove you from the premises if organization consider it undesirable or being not in the interest of the organization and or its employee's and workmen.
15. The candidate shall not perform any service for the organization while under the influence of alcohol or any unprescribed controlled substance. The possession of alcohol unprescribed controlled substance, drug or paraphernalia, firearms, explosives, weapons and other hazardous substance or articles are prohibited on the organization's / client's premises. In case candidate is found in possession of any of the above mentioned substances, he/she will be liable to be dismissed with immediate effect, without any notice and legal action may be taken.
16. You are expected to remain with the Client for full period of service mentioned above. By signing this agreement/letter, you acknowledge that breach of any one or more of the clause/ points of this agreement / letter will result in irreparable harm to Client and to our organization for which damages would be an inadequate remedy. Therefore, in the event of such breach, and in addition to its right and remedies otherwise available at law, Client and our organization shall be entitled to equitable relief.





17. You will not claim for any form of employment with our client, directly / indirectly or through any legal / illegal source. You are not supposed to join our client, directly or indirectly, through any legal / illegal source, where you are deputed or solicit any other gainful association with our client, during the period of your contract and six months thereafter, unless permission is obtained from our organization in writing.
18. In the event of your not being able to perform your assignment due to a disability or any other reason, you will be required to return to our organization, at the discretion of the management.
19. You will make your own arrangements for accommodation, local transport, etc. and you will not be eligible for any additional reimbursement in this regard.
20. On or before joining you must furnish the followings:
  - A. 4 passport size photographs.
  - B. Copy of your resignation / relieving order or service certificate and tax deduction certificate.
  - C. Attested copy of Degree / Diploma Certificates.
  - D. Medical Fitness certificate from your family doctor.
21. Deputation letter is enclosed with this letter.

We prefer to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all member of **T&M** family.

In case, the above terms and conditions are acceptable to you, please sign on each page of the second copy of this offer of employment, in token of your having understood and agreed to the same.

Yours faithfully,

**For T&M Services Consulting Pvt. Ltd.**

**Director**

Encl: As above

I confirm my appointment on the above terms and conditions, which have been read and understood by me / have been explained to me in language known to me and I agree to abide by all the above terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ANNEXURE I**  
**SALARY BREAKUP**

<b>Name</b>	<b>Ms. Tharuni J</b>
<b>DOJ</b>	<b>01-Dec-2022</b>
<b>Designation</b>	<b>OA/Proj/SBC</b>
<b>Location</b>	<b>Karnataka</b>
<b>Particulars</b>	<b>Amount (Monthly)</b>
Basic	16562
HRA	0.00
Special Allowance	0.00
DA	4108
Medical Allowance	683
Bonus	583
<b>Gross Salary – (A)</b>	<b>21936</b>
Employee PF	1800
Income Tax	0.00
PT	200
ESIC Employee	0.00
LWF Employee	0.00
<b>Total Deduction - (B)</b>	<b>2000</b>
<b>Net Take Home – (A-B)</b>	<b>19936</b>
<b>Add:- Company's Contribution</b>	
Employer PF	1800
PF Admin	75
EDLI	75
LWF Employer	0.00
ESIC Employer	0.00
<b>Total Addition</b>	<b>1950</b>
<b>Monthly CTC</b>	<b>23886</b>

**Note:** Salary structure can be revised on the discretion of management or changing of statutory norms.  
\*LWF is a statutory deduction to be deducted as applicable.

"Personal and Confidential"

25.11.2022

Trupti P Prabhu

Shivanagar

Rajajinagar Bengaluru-560010

Dear Trupti P Prabhu

It was a pleasure meeting you to explore a career opportunity for you with M/s KNS Infrastructure Private Limited. We hope that the meeting was advantageous to you as well.

Based on our discussions, we are extremely pleased to offer you the position of Accounts Executive. Your employment commences on 25.11.2022

You will be paid a Total Annual Compensation of Rs.229413 (TWO LAKH TWENTY NINE THOUSAND FOUR HUNDRED THIRTEEN ONLY). for detailed breakup refer Annexure.

We extend a very warm welcome into the KNS family, and we look forward to long and mutually rewarding association.

Your offer of employment will be subject to terms and conditions of employment and the details of remuneration as detailed in attached document.

This document will be the official appointment letter on acceptance.

Wishing you all the best,

Cordially

For KNS Infrastructure Pvt. Ltd.

K. N. Borag



Authorized Signatory

**TERMS AND CONTIDIONS OF EMPLOYMENT**

This Document sets out the terms and conditions of your employment with M/s KNS Infrastructure Pvt. Ltd. as the date given bellow:

**1) Assignment of Duties:**

1.1 You are employed in the position of Accounts Ececutive. You are required to perform such duties for the COMPANY as may be designated by the COMPANY and which are reasonable consistent with your position, and to devote your whole working time and attention to your duties.

1.2 You shall perform such duties and exercise such powers in relation to business of the COMPANY as may from time to be assigned or vested in you by the COMPANY and shall at all times and in all respects well and faithfully serves the COMPANY.

1.3 You shall adhere to such hours of work as may from time to time reasonably be required of you.

**2) Date of Commencement of Employment.**

2.1 Your employment will commence on or before 25.11.2022 or such other date as may be mutually agreed.

**3) Remuneration:**

3.1 Your salary and benefits would be mentioned in the attached annexure.

3.2 Provident Fund Employee's contribution as per the statutory requirement after confirmation of service. The Company will also contribute to the PF Account of the employee.

3.3 Medical Insurance Up to a maximum of Rs. 3,00,000 per annum is given Hospitalization Policy. (After completion of probation period).This may change according to company policy.



## KNS Infrastructure Pvt. Ltd.

3.4 You will initially be on probation for a period of **6 months**. During the period of your probation your employment may be terminated at any time either by us or yourself with notice of 15 days without giving any reason.

3.5 You will be entitled to such increments, facilities and fringe benefits as determined by the Company from time to time.

3.6 After completion of the probation period, you will be confirmed as a regular employee and your employment may only be terminated either by you giving us one month's notice in writing or by us giving you one month's notice in writing or one month's salary in lieu of the notice period. Provided, however, no notice by us will be required to be given and no salary in lieu of notice will be payable in the event the termination of services is due to misconduct or dereliction of duty, of which the Company shall be the sole judge.

3.7 You agree to be bound by Service Rules and Regulations of the Company as applicable and as amended from time to time with or without notice.

3.8 You will be reporting to the Managing Director/Director or any other person as determined by the management from time to time.

3.9 You will devote full efforts exclusively for the benefit of the Company and agree to perform, observe and conform to such duties and instructions as may from time to time be assigned or communicated to you by us.

3.10 You shall promote the interests of KNS Infrastructure Pvt. Ltd., to the best of your integrity, ability, industry, skill and knowledge. You will devote your entire, exclusive and undivided attention to the performance of your duties assigned to you from time to time and shall not in any manner, whatsoever, undertake any other assignment including consultation with any other person, Company or Organization, whatsoever.

3.11 You undertake that you will not, at any time, either during the continuance of your employment with us or thereafter, divulge or use any information which you may acquire in the course of your employment in any manner which may be directly or indirectly detrimental to the interests of KNS Infrastructure Pvt. Ltd.,

3.12 Your services are transferable to any other department and anywhere in World, under intimation to you in writing, in the best interest of the Company.

3.13 Any notice required to be given under the terms and conditions of this letter of appointment shall be deemed sufficiently served by being sent by post to our address or your address, as the case may be, at the respective addresses contained in this letter or as formally changed and communicated from time to time.

**4) Deductions from Salary:**

4.1 You agree that COMPANY may at any time deduct, from your salary or any other benefit payable to you, any sum including any over - payment of salary, which in the reasonable opinion of the COMPANY you owe to it whether by reason or any default on your part or otherwise at the time such deduction is made.

**5) Location of work:**

5.1 You will be based at/ out of our corporate office at No.1125/12, 1st Floor, Service Road, Hampinagar, Vijayanagar 2nd stage, Bangalore - 560 104

5.2 During the employment period, the company may at any time, in its sole discretion, transfer or depute you to any department of the Company. In such event the terms and conditions governing your service shall be in those applicable at the location of transfer or those applicable to employees of subsidiary or affiliate as the case may be.

**6) Holidays and Leave:**

6.1 The COMPANY will declare certain number of holidays for festivals and certain nationally important days, the guiding principles being the laws of the land local practice.

**6.2 Leave Entitlements**

A. Annual Leave accrues at the rate of **12 working days** per completed year of service, such entitlement accruing on a pro-rata basis. Annual leave will only be taken by you at a time which is mutually convenient to yourself and Company.

**B. Sick Leave**

Sick leave accrues at the rate of **6 days** per annum.

## 7) Termination

Your appointment may be terminated by either party giving to the other one month's written notice or payment in lieu.

### (b) Summary Dismissal

May terminate your appointment without any notice or payment in lieu, if you

7.1 Commit any gross default, misconduct or neglect in the discharge of your duties or any serious or persistent breach of any of the terms of this letter;

7.2 Refuse to obey and comply with the lawful direction as to the performance of any of your duties;

7.3 Consistently act in a manner which may tend to injure the reputation and interests Company

7.4 Commit any other act or omission justifying summary dismissal at common law.

## 8) Confidentially and Non - Disclosure:

8.1 For the purpose of this clause the term "Confidential Information" include without limitation - Any trade secrets, knowledge, data or other propriety or confidential information relating processes, know-how, developmental or experimental work, ideas, innovations, computer programs, databases, other original works or authorship, customer lists, business plans, marketing plans and strategies, financial information or other subject matter pertaining to any business of Company or any its Group Company or any Company's clients, consultants or licensees, which may or may not be registered under any of the laws pertaining to protection to Intellectual property Rights in the country.

8.2 You recognize and agree that during your employment with the Company, you would be exposed to and have access to substantial amount of confidential or proprietary information pertaining to Company's business.

8.3 The secrecy of the confidential or proprietary information disclosed pursuant to this agreement shall be maintained for perpetuity from the date of disclosure thereof and the non - disclosure obligation shall survive the termination of employment.

8.4 Persons providing the Confidential Information to you shall include, but not be restricted to Directors, Promoters, Employees/ officers of the company, Consultants appointed by the Company, Affiliates, Clients of the Company, Authorized representatives like advocates, accountants etc.

8.5 Confidential Information may be communicated in written oral or visual form.

8.6 The Employee expressly waives any right to claim copyright or intellectual property right or patent or trademark right, at present or in future, in and arising out of any product, process, programme, technical and business architecture related to the Company's business.

Yours faithfully,

K. N. Borca



Authorized Signatory,  
KNS Infrastructure Pvt. Ltd.

I confirm that the terms and conditions of employment set out above are hereby accepted by me and I shall join KNS Infrastructure Pvt. Ltd., on or before 25.11.2022

Name : Trupti P Prabhu



Signature

Date : 25/11/2022



Date: 09 Jan 2023

Ms VAIBHAVI C

vaibhavi.chandramouli kalmady  
261 3rd main 8th block opposite to narayana e techno school kormangala bangalore south  
bengaluru karnataka 560095 560095

Employee No: 2704330

Dear Ms VAIBHAVI C

### **Fixed Term Contract**

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 2704330.
2. You are hereby appointed as Back Office - Executive , commencing from 09 Jan 2023 to 08 Jan 2024 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service from 09 Jan 2023 to 08 Jan 2024 . By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

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TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to proceed on leave at the time of receiving or giving such notice of termination or at any time thereafter. TeamLease shall also be entitled to terminate your services forthwith by paying one month's salary in lieu of notice.

9. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
10. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
11. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
12. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
13. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and ESI contribution, if applicable. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit complete ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
14. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
15. The nature of your relationship with TeamLease will be that of contract of service from 09 Jan 2023 to 08 Jan 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
16. The acceptance of this appointment letter automatically confirms that that you do not hold IRDA code (producer code and agent code).

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the enclosed Letter duly signed in token of you having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Signature and date:  
Name: VAIBHAVI C

**Salary Annexure**

Employee No: 2704330

<b>Particulars</b>	<b>Amount</b>
Basic	8997
House Rent Allowance	4499
Employer PF Contribution	1712
ESIC - Employer	653
Insurance	65
Works Allowance	5269
Statutory Bonus	1298
TotalAmount	22493
Amount In Words(Rs)	Twenty Two Thousand Four Hundred Ninety Three Rupees

**Net Pay Annexure**

<b>EARNINGS</b>	<b>Amount</b>
Basic	8997
House Rent Allowance	4499
Works Allowance	5269
Statutory Bonus	1298
<b>Gross Earnings</b>	<b>20063</b>
<b>DEDUCTIONS *</b>	<b>Amount</b>
Employee ESI	151
Employee PF	1712
Professional Tax	200
<b>Total Deduction</b>	<b>2063</b>
<b>Net Salary</b>	<b>18000</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Dated: 07 Jan 2023

The Branch Manager  
HDFC BANK LTD

**Subject: Introduction Letter for Salary Account**

Dear Sir,

We hereby confirm that below mentioned employee are bonafide employees of TeamLease Services Ltd, Bangalore and we would like to confirm the below details are as per our records.

SL No.	Emp. Code	Emp. Name	Location
1	2704330	VAIBHAVI C	Bangalore

This letter is given to the above employee towards zero balance salary account activation purpose.

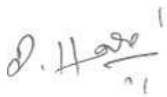
This letter is given subsequent out banking arrangements with HDFC Bank, Bangalore.

Company Name: TeamLease Services Ltd  
Company Code: T0559

Request you to please do the needful .If any clarifications please write to [sudhir.kumarhn@hdfcbank.com](mailto:sudhir.kumarhn@hdfcbank.com)

Yours sincerely,

For TeamLease Services Ltd



Authorised Signatory,

Name: Hari Krishna P L

Designation: Senior General Manager – Staffing Operations

**Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment**

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**of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.



Ernst & Young LLP  
Ground & 1st Floor  
Divyashree Chambers  
Langford town  
Bengaluru - 560001, India  
Phone: +91 80 6727 5000  
Fax: +91 80 2222 9914

13 December 2022

Ms. Varsha V

#1, Nandini Layout, Bengaluru, 560096

## Your appointment as Tax Trainee in People Advisory Services

Dear Varsha,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions.

### 1. Job Title

You shall be designated as **Tax Trainee** in HR Band **6**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 2,84,000 per annum (Rupees Two Lakh Eighty Four Thousand Only)**. A typical break up is provided as an Illustration in Annexure A to this Agreement.
- b. Your eligibility to performance linked bonus is driven by firm's performance bonus policy. This component, if eligible, is in addition to your annual compensation.
- c. The performance bonus scheme is subject to revision at the discretion of the Firm's Management.
- d. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- e. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

**3. Date of joining**

As agreed, you shall join the services of the Firm on **19 December 2022**.

**4. Probation**

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

**5. Retirement**

Your retirement age shall be 60 years.

**6. Transferability**

Your initial place of posting will be Bangalore- Divya Shree Chambers. However, your services are liable to be transferred from one location to another, anywhere in India.

**7. Notice period and termination**

- a. During the probation period described above, either party may terminate the employment by giving 2 month's notice or 2 month's salary in lieu of notice, to the other party, subject to the release date being approved by the reporting partner.
- b. After confirmation of services, either party may terminate the employment by giving a minimum of 3 months' notice to the other party. The Firm may, at its discretion, with or without conditions, agree to waive off this notice period requirement of 3 months, either wholly or partly.
- c. The Firm may terminate / suspend your services, at its discretion, at any time immediately upon written notice to you, if it has been alleged and prima facie established, through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or is likely to damage Firm's reputation.

**8. Code of Conduct and Policies**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Firm.

- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc., as if these rules, regulations, policies et al, were part of this contract of appointment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's intranet or through the Firm's newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading.

## 9. Confidentiality

- a. **Remuneration:** You shall at all times keep the details of your salary and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm's name, logo, trademark or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.
- c. **Information:** You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorized personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm. Upon termination of your employment with the Firm, or otherwise upon the Firm's request, you will immediately surrender to the Firm all files, books, magazines, reports, documents, manuals, audio and



video tapes, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause.

- e. You acknowledge and agree that disclosure of any portion of the Confidential Information or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary terms, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this Agreement. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or regulatory body, any impropriety or breach of confidentiality obligations hereunder, at its absolute discretion.
- f. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

## **10. Non- Compete**

- a. You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement, or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organization, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous employer having legal ramifications / consequences for you or for us.
- b. During your employment with the Firm, you will devote your whole time, attention and skill for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.
- c. You hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.
- d. You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly.
- e. Subsequent to your separation from the Firm, for a period of twelve months, you will not without the consent of the Firm take up any job or assignment, either full time or otherwise, directly or indirectly for or on behalf of any other organization working with a client of the

Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm,.

## **11. Intellectual Property**

In consideration of this Agreement and of the salary agreed to be paid in consideration hereof, you agree as follows:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all Intellectual Property developed or conceived by you solely or jointly with others during the period of your employment; This includes but is not limited to Intellectual Property that:
  - is along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment
  - result from or is suggested by any work which you may do for the Firm
  - are otherwise made through the use of Firm's time, facilities or materials.
- b. Not to disclose or utilize in your work with the Firm, any Confidential Information of others (including any prior employers) or any inventions or innovations of others without express permission.
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such Intellectual Property in any and all countries.

## **12. Personal Data**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

In order to Process your Personal Data the Firm would require you to sign a Privacy Notice upon joining. This Privacy Notice is intended to help you understand why and how we may use your information.

You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

### 13. Miscellaneous

- a. The following annexures form an integral part of this Agreement:

Annexure A - Illustrative compensation break-up

- b. **Additional Documents**: You may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to you / your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client request and/or (v) per the Firm's exclusive discretion.
- c. **Supersedes previous agreement**: This Agreement supersedes and replaces any existing Agreement between the Firm and you, relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This Agreement shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your financial undertakings (if any), in this Agreement shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- d. **Severability**: If any provision contained in this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Agreement unenforceable or invalid.
- e. **Conditions precedent**: This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract**: The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution**: This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice**: If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the

positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

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

Yours sincerely,

**For Ernst & Young LLP**



Anshula Verma

**Authorized Signatory**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Varsha V**

## Annexure A

### Illustrative compensation break-up

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>2,53,200</b>	
Basic Salary:	2,53,200	
House Rent Allowance:		
Special Allowance:		
Conveyance Allowance:		
<b>(B) Other Perquisites</b>	<b>30,800</b>	
Firm's Contribution to Provident Fund:	30,384	
Year End Ex-Gratia	416	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>2,84,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>3,16,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	<b>Min. 0%</b>	<b>Max. 12%</b>
	0	34,080
<b>Annual total earning potential (E+F)</b>	<b>3,16,173</b>	<b>3,50,253</b>

Please note that Permanent Account Number (PAN) is mandatory for salary processing. If you do not have a PAN already, then please apply for the same at the earliest.

1. House Rent Allowance (HRA): This will be 50% of your basic salary.
2. Special Allowance: Special Allowance will be in the range of 0% to 10% of the annual fixed compensation.
3. Conveyance Allowance: Conveyance allowance will be the balancing figure in your compensation structure.
4. Provident Fund (PF): This will be as per the Employee's Provident Funds and Miscellaneous Provisions Act 1952. If you are an active member of PF, it will be mandatory for you to opt for the same. If not opted for, conveyance allowance will be adjusted accordingly.
5. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.
6. You will be eligible for medical insurance coverage for self, spouse, two children and parents/parents-in-law up to INR 3 lac per annum, subject to your declaration as per the policy. Additionally, you, spouse and two children will be covered for critical illness cover of INR 10 lacs.
7. In the unfortunate case of death of an employee, the Firm extends financial support to the family up to three times of the last drawn annual CTC of the deceased employee. The minimum amount for this financial support will be INR 25,00,000.

Please note that all the benefits/coverage mentioned above are governed by the Firm's policies and/or statutory law, as applicable.



Extending Your Enterprise

24-Mar-2023

Akash M

No.28,1st Main,8th A Cross,J C Nagara,

Mahalakshimpuram Layout,Bangalore North,Bangalore,Karnataka - 560086

India

**Letter of offer****Dear Akash,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in WNS Global Services Pvt. Ltd., based at our **Bangalore - RMZ** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Ops**.

**Compensation:** Your Total Gross Pay will be **INR 3,52,800 (Indian Rupees Three Lakh, Fifty Two Thousand, Eight Hundred Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Retention Bonus:** You would be eligible for a one-time Retention Bonus of INR 50,000 Only (Indian Rupees Fifty Thousand Only). You would be eligible to receive this amount on completing months of continuous service with the Company, from the Date of Joining. The retention bonus paid will be subject to tax as applicable. The retention bonus will not be applicable if you fall below the expectations on conduct, performance, and/or other workplace behaviour and do not meet the terms and conditions of offer/appointment letter issued at the time of joining also subject to you being employed with the company at the time of this payment. In the event of your resignation from the Company within 12 months from the Date of Payment of the Retention Bonus, the amount will be recovered in full.

**Joining Date:** You are expected to join us by **28-Mar-2023**.

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

**For WNS Global Services Pvt. Ltd.**

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**

DocuSigned by:

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**Accepted and Agreed**

**Akash M**  
**Candidate's Name & Signature**



## 1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 90 (Ninety) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 90 (Ninety) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type / nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to


**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:

  
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**Accepted and Agreed**

**Akash M  
Candidate's Name & Signature**





# Black and White Outsourcing Pvt Ltd

Dear Arpitha K,

We are pleased to appoint you as Staffing Analyst from 07.04.2023.

Employee id – 995

**Your salary would be as follows:**

Salary components	Annual	Monthly
Basic + DA	162000	13500
HRA	2676	223
PF	19440	1620
ESI	5352	446
<b>Total Salary</b>	<b>189468</b>	<b>15789</b>

\* Medical Insurance card will be issued shortly after joining.

## **Salary**

For probationary employees, salary will be credited on the 10th of the consecutive month. An employee joining after the 15<sup>th</sup> of the month, will have the salary paid along with the following month's salary.

## **Probation & confirmation**

Your probation period would be for 3 months from the date of joining. Subsequently your employment would be confirmed after you complete 3 months of probation in the organization, provided we find your work satisfactory. Company does not have any obligation to confirm your employment after 3 months' probation. Management decision will be final.

## **Employment**

During your term of employment with us, you are not allowed to be employed by any other company or offer your services with or without pay to any physical person, legal entity or public authority or be engaged in your own business.

## **Working hours**

The company reserves the right to modify its working hours.

Employee signature :



# Black and White

## Outsourcing Pvt Ltd

### ***Non-compete and confidentiality:***

#### ***Competitor***

You shall not join, be employed or consult, either full time or part time, a company which is a competitor or is working towards building a competing business with that of Black and White for at-least six months after having completed your employment with us.

#### ***Client***

You shall not join a company, which is an existing or erstwhile client or customer of Black and White for at-least six months after having been employed with us.

#### ***Confidentiality***

You are expected to maintain confidentiality and shall not misuse, divulge or disclose to anyone information about Black and White or its clients, candidates, employees obtained by you during the course of your employment. 'Confidential information' refers to Data or Information in any form - including oral or written or in electronic format and whether marked confidential or not. It could also be any Organization proprietary information, technical data, trade secrets or know-how, including but not limited to its business plans, practice methodologies and technologies, training materials, personnel Information, databases, client lists and clients, services, projects, proposals, all work produced by you whether during normal working hours or not, documentation, software, developments, processes, technology, marketing, sales and profit figures, finances, techniques, strategies, discoveries, and any other business information of the organization

#### ***Resignation & notice period***

You are required to serve a notice period of 2 months upon resignation, during or after probation. It is at the sole discretion of the company management to grant you to pay 2 months' salary to the company in the event of you not serving the notice period (or) the organization may relieve you from your services with immediate effect without giving you the notice pay (or) ask you to serve the notice period. All incentives payable become void once resigned.

The company may at its sole discretion decide to relieve you from such a date as it may deem fit even prior to the expiry of the notice period. Any unauthorized leaves taken during the notice period could lead to extension of the relieving date based on the number of leaves taken. During the Notice period, you will not be entitled to any leave.

Employee signature

**PRIVATE AND CONFIDENTIAL**

11/02/2023

Candidate ID: 21100

Mr. Deekshith Y

#486,2nd cross,8th main, Vijayanagar , Bengaluru-40

#486,2nd cross,8th main, Vijayanagar , Bengaluru-40

Bangalore, Karnataka - 560040

**SUBJECT: Offer of Employment and Appointment Letter**

Dear Deekshith,

With reference to the recent meetings and discussions you have had with us, we are now pleased to make you an Offer of Employment with IGT Solutions Private Limited ("Company").

This Offer is made subject to and is conditional upon you meeting the following criteria:

A pre-employment screening check, including receipt of references to the satisfaction of the Company, as applicable.

Verification to the satisfaction of the Company of the information that has been provided to the Company during the course of your application process.

You are requested, to provide documentary proof to the Company that you are (and continue to be throughout your employment) in possession of the necessary permission to live and work in India. This includes satisfying the requirements of the government medical check, as applicable.

Every effort will be made to complete the Company's recruitment procedures before the date of your joining the Company. The checks/verifications listed above may be repeated at any time during your employment. If the checks listed above are not completed prior to the commencement of your employment and if you fail in any of the checks/verification performed, the Company may withdraw its Offer of Employment and Appointment Letter immediately and you will not be entitled to any pay in lieu of notice or any other compensation or damages.

If the checks are carried out while you are employed but do not return satisfactory results on account of misconduct, the Company may terminate your employment without notice or pay in lieu of notice, if you have been employed for less than one month, and/or by giving one week's notice if you have been employed for one month or more (subject to any greater notice period as may be required by law).

Registered Office  
Unit No. 1, Ground Floor, A Wing  
Business @ Mantri, Survey No.  
197/2+4 to 7B  
Lohegaon Nagar Road Pune,  
Maharashtra, 411014

IGT Solutions Pvt. Ltd.  
(Formerly known as InterGlobe Technologies Pvt. Ltd)  
2nd Floor, Infotech Center, Milestone 14/2,  
Old Delhi Gurgaon Road, Dhundahera,  
Gurugram - 122016, Haryana

T +91 124 458 7000  
www.igt solutions.com  
mktg@igtsolutions.com

CIN U72300PN1998PTC187929



By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

Your appointment will be based on the following terms and conditions:

**1. Appointment:** You will be designated as **Process Associate-Expedia** with effect from **15/02/2023**. You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

**2. Compensation:** Your role is currently positioned in Band **1C** and your monthly compensation and other benefits will be as specified in **Annexure 'A'**. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

**3. Probation and Confirmation:** From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

**4. Notice Period and Termination:** Your appointment with the Company will be subject to termination with **30 days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

**5. Retirement:** You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. Upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, choose to extend the term of your employment for such further period as it may deem fit.

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Unit No. 1, Ground Floor, A Wing  
Business @ Mantri, Survey No.  
197/2+4 to 7B  
Lohegaon Nagar Road Pune,  
Maharashtra, 411014

IGT Solutions Pvt. Ltd.  
(Formerly known as InterGlobe Technologies Pvt. Ltd)  
2nd Floor, Infotech Center, Milestone 14/2,  
Old Delhi Gurgaon Road, Dhundahera,  
Gurugram - 122016, Haryana

T +91 124 458 7000  
[www.igtsolutions.com](http://www.igtsolutions.com)  
[mktg@igtsolutions.com](mailto:mktg@igtsolutions.com)

CIN U72300PN1998PTC187929

Date: 23-Jul-2021

**Gururaja K**

Dear Gururaja,

This has reference to the discussions you had with us. This is to confirm our intent to offer you a position as per the details below.

**Designation: Process Associate**

<b>Emoluments A</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	179689	14974
Statutory Pay	15094	1258
Employer's Contribution to Provident Fund	21563	1797
<b>Fixed Emolument</b>	<b>216346</b>	<b>18029</b>
Performance Based Incentive*	8654	721
<b>Total Emoluments (A)</b>	<b>225000</b>	<b>18750</b>
<b>Benefits B</b>		
Employer's contribution of ESI	6331	
Gratuity**	8639	
<b>Total Benefits (B)</b>	<b>14970</b>	
<b>Cost To Company (CTC):Total (A+B)</b>	<b>239970</b>	
<b>Deductions</b>		
Employer's Contribution to Provident Fund		1797
Employee's Contribution to Provident Fund		1797
Employee's Contribution to ESI		122
<b>Net pay</b>		<b>14313</b>

\*Compensation would be as per company prevailing policies.

Date of joining: (Jul-Nov 2021) Tentative

(\* - Based on completion of exams and as per business requirement)

Your place of work will be at Bangalore and you will be expected to attend the office during the working hours as decided by the company.

Your appointment is subject to the following:

1. Back ground check
2. You clearing your final semester/year exams with 50% aggregate

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Virmannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)



A detailed appointment letter will be issued to you on DOJ.

Looking forward to a long and mutually beneficial association.

Yours faithfully,  
For Gallagher Service Center LLP

A handwritten signature in black ink, appearing to read 'Thulasi R', written over a horizontal line.

**Thulasi R**  
**Senior Service Delivery Manager- Human Resource**

Name: GURURAJA K

Date: 26 / 07 / 2021

Sign: R. Guruswamy



**Private & Confidential**

**Date:** 03/03/2023, 6:58:09.713 pm IST

Jyothi P

196/1, 8th cross, narasipura layout, vidyaranypura post  
Bangalore Karnataka 560097  
India

## **APPOINTMENT LETTER**

Dear Jyothi P,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the included Annexure.

### **1. Appointment**

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job Profile, would be Advisor I, Collections. Any change in your Social Job Title / Job Profile will be at the discretion of the Company, depending upon the work assigned to you. Job Profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job Profile for social purposes as well.

1.2 Your initial place of work shall be Bangalore.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 7/03/2023 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 06/03/2023 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at yashodha.y1@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.



1.4 On on-boarding / joining you shall report to the HR Representative of the Company or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

## **2. Terms and Conditions:**

### **2.1 Valid Passport:**

2.1.1 If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

2.1.2 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

1. Require you to undergo another training program; or
2. Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
3. Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the



Hi Karthik,

On behalf of Empower / Great West Global Business Services India Private Limited (“Great-West Global” or “Company”), we are pleased to offer you a full-time position as Assoc Spec Participant Transaction.

Your gross annual Total Fixed Pay, subject to deduction of tax at source in compliance with the prevailing tax regulations will be INR 300,000

	INR Per Annum	INR Per Month
Basic	204000	17000
HRA (40% of Basic Salary)	30720	2560
Statutory Bonus (if applicable)	40800	3400
PF Employer Contribution	24480	2040
<b>Total</b>	<b>300,000</b>	<b>25000</b>

### Annual Bonus Program

Beginning January 1, 2023, you are also eligible to participate in our Annual Bonus Program (ABP) for the 2023 performance year beginning from your date of hire. Associates hired on or after October 1st 2023 are not eligible to receive a merit or participate in the Annual Bonus Program for the 2023 calendar year.

Your bonus reward opportunity will be 8% of your earned Total Fixed Pay. ABP awards are contingent on a variety of factors including individual and company performance and will be determined by the company in its sole discretion. The ABP is subject to change or termination at any time with or without notice. To be eligible to receive any Annual Bonus payments, you must be actively employed by Great-West Global and fully in compliance with the Company’s policies concerning job performance and conduct as of the date Great-West Global determines the Annual Bonus is earned, determinable and payable. The Annual Bonus payments will be subject to tax withholdings and other authorized deductions amount.

### COVID vaccination requirements

As per mandate established by Karnataka State Labor Department, associates who are vaccinated with 2 doses of COVID vaccine will be permitted to visit or work from office location and all establishments need to maintain the proof of vaccination at workplace. To that effect, Empower requires COVID-19 vaccination status or an approved recommendation for all associates. Even if an associate is hired with a workplace flexibility arrangement, they may still participate in in-person business activities (town halls, teambuilding events, Empower U) and therefore, must comply with the COVID policy. Work with your Talent Acquisition partner if you have any questions about the vaccination status(Before joining ).

### Shift Timing

Your actual working hours will be advised by your manager and will not ordinarily

Date: 10-Mar-2023

Candidate Code: CC011651

Name: Nikhil Gowda R

Location: Bangalore

### Letter of Intent / Offer Letter

Dear **Nikhil Gowda R**,

Congratulations! We are pleased to inform you that you will be offered fixed-term employment at Xpheno Private Limited (hereinafter the Company) as **Operations-Associate**. Your Job Location would be **Bangalore**.

Your Date of Joining will be **13-Mar-2023**

The following conditions will be applicable to you:

1. Your contract will commence from 13-Mar-2023 and it will end on 12-Mar-2024. You will subsequently receive an appointment letter, to this effect on receipt of confirmation, of your joining. In the event of any changes in your date of joining, the same will be modified at the time of appointment
2. You would be required to abide by the code of conduct and ethics prescribed by the Company.
3. Your employment during the term of your Contract will be only with Xpheno Private Limited.
4. Your Monthly CTC Salary will be **Rs. 21,000/-**.
5. This is a letter of Intent. Your employment is subject to you receiving an appointment letter from the Company. You will be issued an appointment letter after your joining and only after the submission of your documents/details in the online onboarding portal and clear background verification (if applicable). This is to be completed on or before your joining date.
6. You will be required to go through medical tests and obtain a fitness certificate, wherever applicable as a pre-joining requirement.
7. Your employee code will be assigned after your joining.
8. **Timings/Work Week:** You are being engaged in a 16X7 setup, which may be extended into a 20X7 or 24X7 setup in the future. You will be rostered accordingly. You will be required to work an 8-hour shift per day, as per the roster set. You will have a 6-day working week with additional weekly off on the 2nd and 4th Saturday. Week offs will be on a rotation basis. In the event, you are required to come in on a week off or holiday, you will be provided with a compensatory off. Women employees will be engaged only between 8:00 am and 8:00 pm.
9. **Transportation:** Pick up OR Drop facility will be provided only for those who will be reporting to work for the 6:00 am shift or leaving after 8:00 pm
10. Individual Salary information is strictly confidential and you are required to abide by it, at all times.
11. Your notice period on this assignment will be **30 days**.

12. You are requested to without fail, submit the following documents at the time of your joining. Non-submission might lead to the withdrawal of your offer.

- Employee joining form
- Bank A/c No – only through Cancelled Cheque leaf
- Statutory Forms (ESIC if applicable, PF, Gratuity)
- Educational Certificates – highest education
- Experience/Relieving letter and Last drawn Payslips
- PAN and Aadhaar Card
- UAN No., if already available
- ESIC No., if already available
- 3 Passport size photographs and current address proof
- Or any other documents, as applicable

We look forward to you coming on board. Wish you the best!

For Xpheno Private Limited,



Jayashree Prasad  
(Authorised Signatory)



## OFFER LETTER

29-December-2022

**Mr. Pavan Kumar**  
#18 5th main road , sriramapuram Bangalore Karnataka  
BENGALURU, Karnataka, 560021

**Dear Pavan Kumar**

Congratulations! It gives us great pleasure to invite you to join the Thevritti family. Based on the discussions we had recently, we are pleased to offer you the **Position of Client Acquisition Executive**, at Thevritti India Pvt. Ltd. We foresee your potential skills as a valuable contribution to our Organization and our clients. We are eager to have you as a part of our exciting team very soon.

**The offer and subsequent appointment would be based on the following Terms & conditions:**

1. Your Posting will be at Thevritti India Pvt. Ltd, Bangalore, and you may be deployed at our location.
2. Your appointment will be effective from the date of joining which shall be as soon as possible but not later than 02-January-2023.
3. Your Monthly Cost to Company is INR.21,000 (Twenty One Thousand rupees only) + Incentives (Variable). Structure of CTC in Annexure 1.
4. We expect you to maintain this information and any changes made there inform time to time as personal and confidential.

**By accepting this offer you are also confirming that**

1. You shall terminate your employment with your previous employer (if any) in compliance with their terms and conditions and ensure smooth exit.
2. There are no contractual obligations with respect to your earlier contracts that would affect you taking up this position with our Organization.
3. Thevritti is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.



**VRITTI**  
Your Career Steppingstone

15. Promotions and salary hike will not be considered for L1's with more than allocated leavestaken.
16. Not responding to calls/mails will be considered as ABSCOND and immediate actions will be taken and F&F will not be done.

**Thevritti India Private Limited**

**Abdul Bayees**  
**Operations Head**

I confirm that I accept the offer letter and agree to be bound by the terms & Conditions stated above.

**( Pavan Kumar )**

RAKSHITH GOWDA  
26/A Gomatha Nilaya 15th main 13th cross Kurubarahalli



Dear RAKSHITH GOWDA,

**Congratulations!**

**Sub: Offer of Employment**

You have been selected to join 24/7 Customer Private Limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row. We are hopeful and confident that you will be able to build a successful career with us and become a part of the "out-performance" culture at 24/7 Customer Private Limited.

We are pleased to offer you the position of **Advisor** in 24/7 Customer Private Limited commencing from the Date **12-Apr-2023**. The following are the terms of employment with 24/7 Customer Private Limited.

1. Your Cost to Company ("CTC") will be as per the Annexure I enclosed. This will be applicable from your Date of Joining and provided you complete the first Training assessment (the FLE as indicated in Point 5 below).
2. You will be required to work in shifts for **5 days a week**, with **any two days of rotational offs**.
3. Apart from the offer letter you will receive a Letter of Appointment on the date of your joining and the letter of Appointment will supersede / replace this offer letter.
4. Upon joining, you will be provided Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you complete your FLE, the company will pay you the CTC retrospectively from the date of your joining the company. It is hereby clarified that your entitlement of the CTC would depend on completion of FLE.
5. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request the trainer and the trainer may consider your request on case to case basis.
6. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case, your employment will commence from the date you start training in the next batch and your stipend/salary eligibility will commence accordingly.
7. During the Training Period (Foundation Level Training & Process Level Training) the services can be terminated by giving one day notice on either side. After successfully completing the training and on regular work, your notice period shall be for one Month on either side.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining for the purpose of submission/verification:
  - Passport size color photographs with white background in formal attire
  - Date of Birth proof certificate (Original and Photocopy)
  - Latest Mark Sheet/ Education certificates (Original and Photocopy)
  - Previous Employment details (Service Certificate/ Relieving Letter, if applicable in Original)
  - Last drawn Pay slip (If applicable, in Original)
  - A valid Passport / Driver's license/ Aadhar Card/ Voter ID / Nationalized Bank Passbook with photo attested (Original & Photocopy)

If you have any queries pertaining to this offer letter please call us at - **9845526247 / 8197178404**

Please confirm the acceptance of the offer letter by clicking the link sent to your registered email id along with your offer letter. If we do not receive the acceptance by 10:00 PM of **11-Apr-2023** and if you do not join the Company on **12-Apr-2023** this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer Private Limited.

Please note that this a Conditional Offer Letter and will become a Confirmed Offer Letter after all of the documents and information are available to 247 and are validated to be accurate and as per our requirements. This letter is not a guarantee of employment.

With Best Wishes,

**Brian Alfred Dsouza**  
AVP - HR-Recruitment

**This is a system generated letter and does not require any signatures.**

Name : RAKSHITH GOWDA

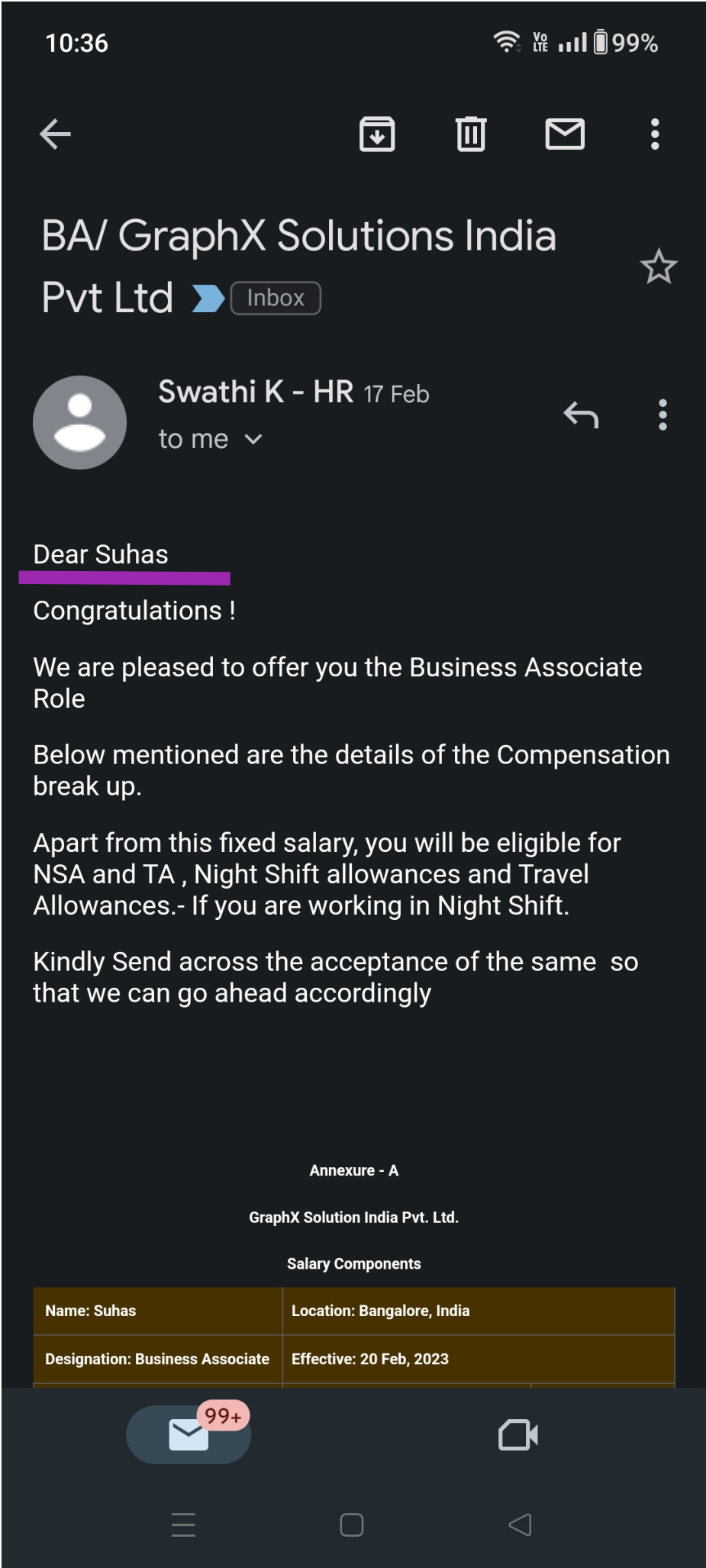
Annexure I

## Annexure - 1

<b>Level / Grade</b> : L1G1		
<b>Designation</b> : Advisor		
<b>Salary Components</b>		
<b>Fixed Gross Salary Components</b>	<b>PM</b>	<b>PA</b>
Basic	4,500	54,000
House Rent Allowance	1,800	21,600
Advance Statutory Bonus	1,248	14,976
Special Allowance	10,440	1,25,280
<b>Total Gross Salary (I)</b>	<b>17,988</b>	<b>2,15,856</b>
<b>Retirals- Employer's Contribution</b>		
PF Contribution by Employer	1,798	21,576
Gratuity	216	2,592
ESI Contribution by Employer @ 3.25%	585	7,020
<b>Total Retirals(II)</b>	<b>2,599</b>	<b>31,188</b>
<b>Variable Components*</b>		
Performance Incentive (ECOP)	1,400	12,600
<b>Total of Variable components (III)</b>	<b>1,400</b>	<b>12,600</b>
<b>Approx. Take Home PM</b>	<b>15,855</b>	
<b>Approx. Take Home (with Variable pay) PM</b>	<b>17,255</b>	
<b>Total CTC ( I+II+III)</b>	<b>21,987</b>	<b>2,59,644</b>
<b>Benefits (As per policy, refer to description in Annexure 2)</b>		
1. Insurance(Medical, Accidental & Life)		
2. Leave		
3. Door to Door Pickup (when within transport limits/ hiring zones)		
4. Employer Provident Fund		
5. Gratuity		
6. ECOP(*Performance Incentive)		
7. Self to Work		
8. Broadband Reimbursement		
9. Employee referral scheme		
10. Programme Sales incentives-- (** Average payout Rs.4,436/- ** based on achievement of sales targets, kindly refer to enclosed Programme Sales Incentives declaration)		

With Best Wishes,  
Brian Alfred Dsouza  
AVP - HR-Recruitment

This is a system generated letter and does not require any signatures.





# Ditio Sys Pvt Ltd

Dear **Devchandan,**

It is my pleasure to extend the following offer of employment to you on behalf of Ditio Sys Pvt Ltd. This offer is contingent upon you passing the company's mandatory verification/screening of documents, receipt of your college transcripts, and criminal background check.

## **Job Title: Customer Support Executive**

During your term of employment with Ditio Sys Pvt Ltd, you will report to the operations manager

This offer letter is based on information supplied by you in your application for employment. This offer letter will be treated as null and void if any material error in the management's opinion is discovered; any false information or willfully suppressed material can lead to your termination from the service without any notice.

**Salary:** Your CTC will be **Rs 1,92,000/-** per annum and subject to deductions for taxes and other withholding as required by law and / the policies of the company. You will be on the US shift timings as confirmed by your reporting manager.

Your monthly salary will be paid by the second week of the following month. You will be eligible for the required statutory benefits during your employment periods with Ditio Sys Pvt Ltd

Your individual remuneration is purely a matter between yourself and the company and has arrived based on your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time personal and confidential.

Your employment at Ditio Sys Pvt Ltd, Bangalore commences on **6th December 2022** you are on probation for six months from the starting date of your employment. During the employment period, you may terminate this agreement by giving the company 60 days prior written notice and without assigning any reason the notice must be given in writing by you to the head of human resources and must be approved by the Managing Director of the company subject to completion of your project responsibilities and transition of all business information.

Your employment with Ditio Sys Pvt Ltd must be strictly for a minimum period of 6 months, if you fail to continue the employment you are strongly asked to serve for one full month without receiving your monthly remuneration.

## **Hours of work**

Ditio Sys Pvt Ltd has working hours of nine hours a day 5 days a week with 60 minutes of break time in total which includes a meal break and stretch time in between your working hours your minimum commitment is 182 production hours/month. The company remains open on a 365 / 24/7 basis to meet commitments and to extend support to customers and clients.

## **Duties**

You must provide your service exclusively to the company. The employee shall during his / her employment act as a Support Executive. The main responsibilities are to carry out your job as per the job description, KRA, and KPI and adhere to the points mentioned in the employee handbook as communicated.

## **Annual leave**

Your first six months of continuous employment at the company will be considered an evaluation period. Unauthorized absenteeism and excessive absenteeism will be viewed seriously and will warrant initiation of disciplinary action the company also reserves the right to terminate any employee who has been absent without intimation for three consecutive working days. Any employee should fall sick as per the policy. One should inform the next supervisor at least 6 hours prior to your reporting time to work to enable the supervisor to create backup support for the work otherwise it will be deemed as absent. Any casual leave application should be informed at least 48 hours prior to your reporting time to work otherwise it will be deemed as absent.

## **Travel**

You will not be availing company transportation services you will be commuting on your own to work on all working days prescribed by the company. The company will not take responsibility for your transportation during the commuting time during working days in terms of safety and security to you.

You should also keep in mind that attendance discipline in terms of work time schedule etc is best kept to achieve the best performance during your employment. Any employee not binding to the policies of the company with respect to the above-stated terms of travel then the company has the right to terminate his / her employment.

## **Dress Code Policy:**

Employees are expected to dress in business casual, smart casual, or business attire unless the day's tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps is not allowed. Clothing should not be too revealing. Clothing and grooming styles dictated by religion or ethnicity are exempt.

## **Communication**

All employees shall keep the company informed of the latest address always and inform the company in writing in case of change of their residing address any communication sent to you by the company on your last known/mentioned address will be deemed to be duly served notwithstanding the fact that you have changed the address.

## **Internet/ email / cell phone usage**

Internet use on the company's time is authorized to conduct company business only. Additionally, under no circumstances may company computers or other electronic equipment be used to obtain views or otherwise Immoral and ethical on business-related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email is also to be used for company business only company confidential information must not be shared outside the company without authorization at any time you are also not to conduct personal business using the company computer or email.

Any emails that discriminate against employees by any protected classes including race, gender, nationality, religion and so for will be dealt with as per the harassment policy. These emails are prohibited at the company sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

## **Discrimination Policy**

To manifest the company's continuing practice of non-discrimination in employment the company offers equal opportunities in employment to all employees and applicants. No person shall be discriminated against in employment because of race, cast, colour, marital status, parents' status and secondary source of income religion gender age or national origin, or physical handicap. This policy includes the commitment to maintain a working environment free from workplace harassment this policy applies to all terms conditions and privileges of employment including recruitment hiring probationary periods training and development job assignments supervision promotion grade structure rates of pay or benefits transfer social and recreational program termination and retirement.

## **Exclusivity**

The employee shall provide the defined services exclusively for Ditio Sys Pvt Ltd and not for any of its competitor's clients or other business partners/affiliates of Ditio Sys during the term of this Agreement and for two years after the termination of this agreement.

## **Confidentiality**

The employee is aware that during employment under this agreement he/she will have access to and be entrusted with information in respect to the business and its dealings transactions and affairs and likewise in relation to its subsidiaries and associated companies all information is confidential.

The employee shall not during or after the period of his / her employment under this agreement divulge to any person whatever or otherwise make use of any trade or technical secret or secret manufacturing process or any confidential information concerning the business or any of its dealings transactions or affairs or any trade secret or secret manufacturing process or any such confidential information concerning any of its subsidiaries or customers.

Your service are liable to termination without any notice or Salary in life there of for misconduct without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct disloyalty commission of any act involving moral turpitude any act of indiscipline or in efficiency as compared to other employees or lower performance as compared to other employees of your category.

All notes and memoranda of any trade secret or confidential information concerning the business of the company and its subsidiaries or associated companies or any of its or their supplier's agents distributors for customers which shall be acquired received or made by the employee during the course to someone duly authorized in that behalf that determination of his / her employment or at any time during the course of his/her employment. You will be governed by all the companies rules and regulations that are in force now and those which may come into force from time to time even if they are not individually notified to you in writing the company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

## **Governing law and jurisdiction**

This agreement is governed by and constructed in accordance with Indian laws the company and you both agree to submit to the exclusive jurisdiction of the court of Bangalore only whether they will be civil courts labor Court Industrial Tribunal or any other codes or authority of whatsoever nature. On acceptance by you of this letter and the contract, this document shall supersede all prior or oral or written agreements commitment understandings or Communications whether formal or informal with respect to the subject matter.

**Formalities/Confirmation**

In signing this letter, you confirm that there is no legal or other reservation, preventing you from joining the company and fully performing your duties.

Upon acceptance of this letter, this letter shall supersede all prior oral or written agreements, commitments, understandings, or communications, whether formal or informal, with respect to this subject matter.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Lavanya', is written over a purple circular stamp. The stamp contains some illegible text around its perimeter.

Lavanya V,  
HR Generalist,  
Ditio Sys Pvt Ltd.

I have read, understood, and agreed to the contents of this letter and its enclosure that collectively represents the terms and conditions of my employment with the company.

Signature:

Your Name:

Date: