



**NTRIX™**

**Concentrix Daksh Services India Private Limited**  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: \_\_\_\_\_

MESTOM

Date: 2/2/18

**Subject: Expression of Interest - Campus**

Dear Abhay S. Chakravarthy

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001

Corporate Identity Number : U72200DL1999PTC102972

Phone : 91-124-4635100 Fax : 91-124-4263311

Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

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Mr.R Abraham  
Employee ID : 01072061  
3210, 9TH CROSS GAYATHRINAGAR BANGALORE 560021  
Bangalore



Dear **R Abraham**,

## Sub: Letter of Appointment

We are pleased to offer you the position of **Digital Interaction Advisor L1G1** at 247 Customer PVT.LTD, Prestige Tech Platina, Kadubeesanahalli, Marathalli Outer Ring Road, Bangalore, with effect from 20-Jul-2018 on the following terms and conditions:

### 1. Accountability

You will report to the **Director**

### 2. Working Hours

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the Management, you shall work beyond the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

### 3. Probation

You will be on Probation for a period of **12 month(s)** with effect from **20-Jul-2018**. In the event of your not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. On completion of the Probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the Probationary period, you will continue to be on probation till you receive the confirmation letter from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your Probationary period, including the extended period of Probation, if any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

Signature Not Verified  
**SUSMITA MALIK**  
2018.07.23 14:34

## Appointment Letter of 01072061 (R Abraham )

### 4. Remuneration

As attached in the Annexure I. Please read the Annexure II for other details. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. In the event of your services being discontinued after Foundation Level Training (FLT) on account of your inability to pass the same, you shall not be entitled to any salary, allowances or benefits of any kind for the period you were undergoing FLT. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

### 5. Duties

You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

### 6. Address

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

### 7. Benefits

You will be eligible for the benefits of leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

### 8. Transfer

You have been appointed as **Digital Interaction Advisor L1G1** but are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another in the Company. The transfer will not deem to constitute a change in your conditions of service.

Signature Not Verified  
SUSMITA MALIK  
2018.07.23 14:34

## Appointment Letter of 01072061 (R Abraham )

### 9. Retirement

You will retire on attaining the age of 60 years.

### 10. Notice Period

During the Training Period (Foundation Level Training & Process Level Training) your services can be terminated by giving one day's notice on either side. After successfully completing the training and on regular work, your notice period shall be for one month on either side.

### 11. Service Rules

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

### 12. Minimum Period of Employment

The company will be investing substantially in you, through an elaborate period of training so as to skill you for the job. A minimum period of productive utilization of these skills is mandatory. You are therefore required to commit to a period of Six Months of service from the date of joining.

### 13. Employee Undertaking

You will be required to execute an Employee Undertaking, as a part of the terms and conditions of your employment with the company.

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

Sincerely,  
for 24/7 Customer Pvt Ltd.,

**Susmita Malik**  
VP

Signature Not Verified  
**SUSMITA MALIK**  
2018.07.23 14:34

## Appointment Letter of 01072061 (R Abraham)

Employee ID 01072061

23-Jul-2018

Name **Mr.R Abraham**

Effective Date 20-Jul-2018

Level / Grade	: L161												
Designation	: Digital Interaction Advisor												
<b>Annexure - I</b>													
<b>Salary Components</b>	<b>M1</b>	<b>M2</b>	<b>M3</b>	<b>M4</b>	<b>M5</b>	<b>M6</b>	<b>M7</b>	<b>M8</b>	<b>M9</b>	<b>M10</b>	<b>M11</b>	<b>M12</b>	<b>CTC Per Annum</b>
	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	<b>RS.PM</b>	
<b>Fixed Components</b>													
Basic	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	<b>24000</b>
House Rent Allowance	800	800	800	800	800	800	800	800	800	800	800	800	<b>9600</b>
Medical Allowance	450	450	450	450	450	450	450	450	450	450	450	450	<b>5400</b>
Statutory Bonus	745	745	745	745	745	745	745	745	745	745	745	745	<b>8940</b>
Food Allowance	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	<b>16200</b>
Special Allowance	1805	1805	1805	1805	1805	1805	1805	1805	1805	1805	1805	1805	<b>21660</b>
<b>Total Fixed Components</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>7150</b>	<b>85800</b>
<b>Variable Components</b>													
Attendance Bonus	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	<b>13200</b>
Night Shift Allowance	800	1760	1760	1760	1760	1760	1760	1760	1760	1760	1760	1760	<b>20160</b>
<b>Total Variable Components</b>	<b>1900</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>2860</b>	<b>33360</b>
<b>Gross Per Month I</b>	<b>9050</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>10010</b>	<b>119160</b>
<b>Fringe Benefits</b>													
Provident Fund	240	240	240	240	240	240	240	240	240	240	240	240	<b>2880</b>
Medical Insurance	195	195	195	195	195	195	195	195	195	195	195	195	<b>2340</b>
Life Insurance	50	50	50	50	50	50	50	50	50	50	50	50	<b>600</b>
Birthday Allowance													<b>600</b>
<b>Total Per Month II</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>6420</b>
<b>Productivity Bonus (ECOP) III</b>													
A+ Rating	2000	2000	2000	2000	2000	2000	2750	2750	2750	4500	4500	4500	<b>33750</b>
A Rating	2000	2000	2000	2000	2000	2000	2250	2250	2250	3500	3500	3500	<b>29250</b>
B Rating	2000	2000	2000	2000	2000	2000	2000	2000	2000	3000	3000	3000	<b>27000</b>
C Rating	2000	2000	2000	2000	2000	2000	0	0	0	0	0	0	<b>12000</b>
<b>Total CTC Per Month( I+II+III)</b>													
A+ Rating	11535	12495	12495	12495	12495	12495	13245	13245	13245	14995	14995	14995	<b>159330</b>
A Rating	11535	12495	12495	12495	12495	12495	12745	12745	12745	13995	13995	13995	<b>154830</b>
B Rating	11535	12495	12495	12495	12495	12495	12495	12495	12495	13495	13495	13495	<b>152580</b>
C Rating	11535	12495	12495	12495	12495	12495	10495	10495	10495	10495	10495	10495	<b>137580</b>
<b>Gratuity</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>1152</b>
<b>Approx. take home p.m</b>	<b>10810</b>	<b>11770</b>	<b>11770</b>	<b>11770</b>	<b>11770</b>	<b>11770</b>							
<p>In addition to your salary above, you are eligible for an Annual Productivity Linked Bonus (APL) upto a maximum of Rs.18,000 per annum and an onetime Retention Bonus upto a maximum of Rs.10,000 along with your 8th month salary. Pls refer Annexure II for more details.</p> <p>Productivity bonus is based on performance rating while in Production and compass scores of all agents in the program will be ranked on a bell curve.</p> <p>Gratuity is @ 4.81% of your basic salary and it's payable on separation, subject to completion of 5 years of service in the company.</p> <p>Statutory Bonus is applicable to those employee's whose basic salary is less than or equal to Rs. 21,000/- pm as per the payment of bonus (amendment) Act, 2015.</p> <p>Employees joining after 20th of the month will get their salary along with next month's salary as arrears.</p> <p>Projected take home for the first six months is without considering income tax. From 7th month onwards, take home will depend on performance rating.</p>													

Sincerely,  
for 24/7 Customer Pvt Ltd.,

**Susmita Malik**  
VP

Signature Not Verified  
**SUSMITA MALIK**  
2018.07.23 14:34

**CONCENTRIX™**

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Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455



College/Institute Name: MES

INSTITUTE OF MANAGEMENT

Date: 02/02/2018

**Subject: Expression of Interest - Campus**

Dear ADARSH KUMAR,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001

Corporate Identity Number : U72200DL1999PTC102972

Phone : 91-124-4635100 Fax : 91-124-4263311

Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

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College/Institute Name: MESInstitute of ManagementDate: 8/2/2018Subject: Expression of Interest - CampusDear Rishuzyo Bij BR

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <\_\_\_\_\_> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, "Concentrix/ Company"). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

OXRECIARTJACHREOV4.0

**CONCENTRIX™**



**Concentrix Daksh Services India Private Limited**  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES Institute of Management

Date: 02/02/18

**Subject: Expression of Interest - Campus**

Dear Anusha K.R.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <\_\_\_\_\_> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

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18 Jul 2018

**Apoorva D Mudur**  
**No.134, 'Sankalp', 7th Cross, 17th Main**  
**F.F Layout, Laggere**  
**Bangalore**

Dear Apoorva,

We are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as **Analyst** in our **Trade Settlements Department** within the **Enterprise Enablement** Business Unit. Your official title at Northern will be **Non-Officer**. Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. Brief details of your employment terms are outlined below.

#### **Salary**

Your Annual Fixed Pay will be **INR 255,070** 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 1**

#### **Probation**

The first six months of your employment will be probationary and you should refer to the attached Statement of Terms of Employment for details.

#### **Benefits**

Subject to Northern policies, you will be eligible to the following discretionary benefits, which may be varied or removed by Northern at any time:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance cover for self and dependants;
- Personal Accident Insurance that is provided for all employees of Northern; and
- Group Term Life Insurance that is provided for all employees of Northern.

#### **Retirals**

You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements, provided you are not terminated by Northern for cause.

#### **Working Hours & Leave**

Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOS Partner Handbook'.

#### **Conditional Offer**

Your appointment as **Analyst** with Northern is conditional upon:

- Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.



- Your 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;
- Your providing to Northern Trust 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.
- Achieving and maintaining an acceptable standard for compliance purposes;
- Written acceptance of this appointment letter.

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, criminal records and in the event that 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, 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.

We would therefore request that you:

- Sign and return the enclosed copy of this letter and one copy of Statement of Terms of Employment. This will fully signify your agreement to the terms of employment.

Whilst employed by Northern, you will be bound by our Standards of Conduct. For your information Northern has a No Smoking Policy and smoking is not permitted anywhere on its premises.

### **Compliance**

During the course of your employment with Northern, you may be subject to legal and regulatory requirements of other countries. You shall be required to adhere to such requirements as detailed in the 'Statement of Terms of Employment.'

### **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 signing this offer letter, 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.

**First Day of Employment** On your first day of employment with Northern you should report to Reception at 9.30 a.m. at 2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103. Board No: +91 (80) 4017 8500.



**Acceptance**

Please confirm your acceptance of this offer of employment with Northern by signing the attached copy of this letter and one copy of the employment contract and returning them to the Human Resources Department as soon as possible and no later than **23 Jul 2018**. If we do not receive this by the mentioned date, we will assume you do not wish to accept the terms and the offer will be void. Further to this, the appointment is valid subject to your joining on or before the date mentioned on your Statement of Terms. If you're agreed start date is not detailed in your Statement of Terms at this stage, you will be required to amend and mention this on your first day of employment. When returning the attached copy of this letter and contract, please also return those documents listed on the enclosed checklist.

We look forward to welcoming you to Northern.

Yours sincerely,

**Pearly Nanaiah**  
**2nd Vice President**  
**Northern Operating Services Private Limited**



**NORTHERN  
TRUST**

I have received a copy of my particulars of employment; I understand the contents and agree to abide by it.  
I hereby accept the employment with Northern as detailed in the Appointment Letter above:

Signed: .....

Dated: .....

Start Date:.....



## Statement of Terms of Employment

This statement sets out the particulars of the terms and conditions of employment by Northern Operating Services Private Limited, 2nd Floor, RMZ Ecospace, Campus 1 C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103, herein referred to as "Northern".

### **1. Job Title and Start Date**

You, **Apoorva D Mudur** are employed by Northern as **Analyst** in our **Trade Settlements Department** with effect from **06 Aug 2018**. No employment with a previous employer counts as part of your continuous employment for the purpose of employment legislation, which commenced on **06 Aug 2018**.

### **2. Duties**

You shall devote the whole of your time (unless prevented by ill-health or accident or otherwise directed by Northern) to your duties under this Statement and 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.

### **3. Associated Company**

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.

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.

### **4. Location**

Your employment could be based at any location of Northern Operating Services Private Limited.

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.

### **5. Conditions**

Your employment is conditional on:

- Background checks on your academic and professional qualifications, current residential address, experience and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence.);
- 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;



## NORTHERN TRUST

- 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.
- Achieving and maintaining acceptable standards for compliance purposes (see below);
- Written acceptance of this appointment letter.

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.

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.

### 6. 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 NOSPL will be considered to have been successfully 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 of six months 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 Days** prior to termination of the appointment.

### 7. Salary

Your Annual Fixed Pay will be **INR 255,070** inclusive of all hours worked.

Salary will be payable monthly, in arrears. This will be credited to your account on or before the last working day of each month.

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.

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.

### 8. Benefits

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

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Northern offers private Health Insurance for self and dependants from the first day of employment;
- Group Term Life Insurance, that is provided for all Northern employees ; and
- Personal Accident Insurance that is provided for all Northern employees.



**9. 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 and provided you are not terminated by Northern for cause. 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.

**10. 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 **6:30PM 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. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.

**11. 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.

Details of various Leave entitlements are outlined below:

**11.1. Annual Leave**

Completed years of service as on 1 January	Number of days holiday
0 - 2	22
>2 - 3	23
>3 - 4	24
>4	25

**11.2. Public / National Holidays**

**10 days**

Northern recognises 10 days of national and local Public holidays. Details about the same shall be provided on PeoplePlace (India)>Benefits>Bank/Public Holiday Schedule.

**11.3. Sick Time**

**12 days**

In the event that 4 or more consecutive days are availed, a medical certificate will be required. This is subject to your complying to Northern's satisfaction, with all of the terms of the Sickness Policy (including the notification and self-certification requirements) set out in the NOS Partner Handbook.



#### **11.4. Emergency Time**

##### **3 days**

Leave for part time staff is prorated according to their hours/days of work. On commencement or termination of your employment, your holiday entitlement will be pro-rated to the proportion of the holiday year, which you have worked. You will normally be expected to take your leave entitlement before the date of leaving and Northern at its sole discretion may require you to take any outstanding leave entitlement during the notice period.

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

Further details about leave entitlement, including how to book leave will be contained in the NOS Partner Handbook. Details of authorised leave other than leave entitlement will also be found in the NOS Partner Handbook.

#### **12. Notice**

Following the successful completion of your probationary period, the length of notice to terminate your contract of 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 in lieu of notice. 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.

Northern will not be liable to pay for the notice period if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, Northern will have the right not to accept your resignation.

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.

#### **13. Company property**

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

#### **14. Disciplinary procedures**

You are subject to the disciplinary rules and procedures set out in the NOS Partner Handbook. In cases of gross misconduct you may be dismissed without notice or pay in lieu of notice.

#### **15. 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 NOS Partner Handbook.

#### **16. Collective agreements**

No collective agreements directly affect your terms and conditions of employment.





**17. NOS Partner Handbook**

The provisions of NOS Partner Handbook apply to your employment. The NOS Partner Handbook sets out contractual and non-contractual terms of employment with which you are obliged to comply. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.

**18. Compliance**

Various Northern Trust 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. 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.

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.

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

You do not become an employee, or agent, or contractor of any other Northern Trust companies just by performing services, and/or by carrying out duties or responsibilities for such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

**19. Confidential information**

You are obliged to comply with the terms of the Non-Solicitation/Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation/Confidentiality Agreement is enclosed with this document and forms part of the terms and conditions of your employment. In signing the enclosed Non-Solicitation/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.

**20. Inventions**

Any invention, design or copyright work 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 shall be the exclusive property of Northern and you undertake at the expense of Northern to execute any formal and additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such invention, design or copyright work.



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.

**21. 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.

**22. 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.

**23. 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.

**24. Governing Law and Jurisdiction**

This agreement is governed and construed in accordance with Indian laws. Any dispute, controversy or claim arising out of or in connection with the contract of employment 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 contract of employment 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 contract of employment but without invalidating any of the remaining provisions of the agreement.

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

**Signed on behalf of Northern:**

**Name: Pearly Nanaiah**  
**Date: 18<sup>th</sup> July 2018**  
**Place: Bangalore**



I have received a copy of my particulars of employment; I understand and agree to abide by the contents thereof. I hereby accept the employment with Northern on the Terms of Employment set out above:

**Signed:**

**Name: Apoorva D Mudur**

**Date:**

**Place: Bangalore**



18 Jul 2018

Apoorva D Mudur

**Annexure 1  
Salary Annexure**

Salary Component	Amount (INR)
Basic	95,600
House Rent Allowance	38,240
Conveyance Allowance	19,200
Medical Reimbursement	15,000
Flexible Cash Component	60,960
Statutory Bonus	10000
<b>Total Fixed Pay (TFP)</b>	<b>239,000</b>
<b>Short Term Incentive*</b> (subject to the terms of Northern's Partner Incentive Plan) - 0 – 10%	
<b>Retirals [Employers Contribution]</b>	
Employer's contribution to PF	11,472
Gratuity	4,598
<b>Sub Total</b>	<b>16,070</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>255,070</b>
<b>Monthly Gross</b>	<b>19,917</b>

Additional Benefits (subject to Northern policies):

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme.
- Health Insurance is provided to the employee and his/her dependants
- 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.
- In the event of your joining the company on or before 30<sup>th</sup> September, your Total Fixed Pay will be reviewed in the Annual Review Cycle in the first quarter of the following year. The revision, if any will be pro-rated depending on your date of joining.
- Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to the company provided Insurance (for eligible employees only).
- \*Short Term Incentive is only an indication of the incentive eligibility and is based on various factors such as, company, business unit and individual performance and will be prorated depending on the date of joining. This amount is paid out annually and applies to the full Plan Year from January to December. It is normally paid along with the February payroll of the following year, provided you have not submitted a notice of resignation prior to January of the payment year. The Short Term Incentive shall not accrue in proportion to service or form part of your salary for the purpose of retirement benefits or any termination benefits.

**Pearly Nanaiah**  
**2nd Vice President**  
**Northern Operating Services Private Limited**

Confidential  
 NTAC:3NS-20



NORTHERN  
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### CONFIDENTIALITY AGREEMENT

In consideration of my employment with, or my continued employment with, the Company (as defined below), and in consideration of the position of trust and confidence in which the Company will employ or continue to employ me, the Confidential Information to which the Company will afford me access, and the training that the Company will provide to me, as well as other good and valuable consideration, the sufficiency of which I hereby acknowledge, I agree as follows:

A. Confidential Information and Other Restrictions:

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.
4. 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.

B. 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,



## NORTHERN TRUST

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, 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 B.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.

### C. 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. "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



NORTHERN  
TRUST

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 that has become available to the public generally (other than as a result of any breach by me of any obligation owed by me to the Company).

D. 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 any contract of employment that I may have 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 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.
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 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.



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.

Signed: **Apoorva D Mudur**

Date:

Place: **Bangalore**



Date: 21-09-2017



**NORTHERN TRUST**

Letter of Intent

Dear ASHA R

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", 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	
Salary	Your Annual Fixed Pay will be INR 255,070 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
Retrials	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: - Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme - Private Health Insurance for self, spouse, children and either of parents or parents in law; - Accident insurance and - Life assurance
Conditional Offer	Your appointment as "Analyst" with Northern is conditional upon: 1. You submitting your convocation/graduation certificate and/or all semester mark sheets within six months from the date of joining NOS; failing to do so may amount to NOS taking corrective action which could lead to you being terminated from NOS 2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records; 3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 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; 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. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of Intent.
Working Hours & Leave	Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOSPL 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.
Probation & Notice Periods	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 NOSPL will be considered to have been successfully 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 Days prior to termination of the appointment



**NORTHERN TRUST**

Salary Break up Annexure

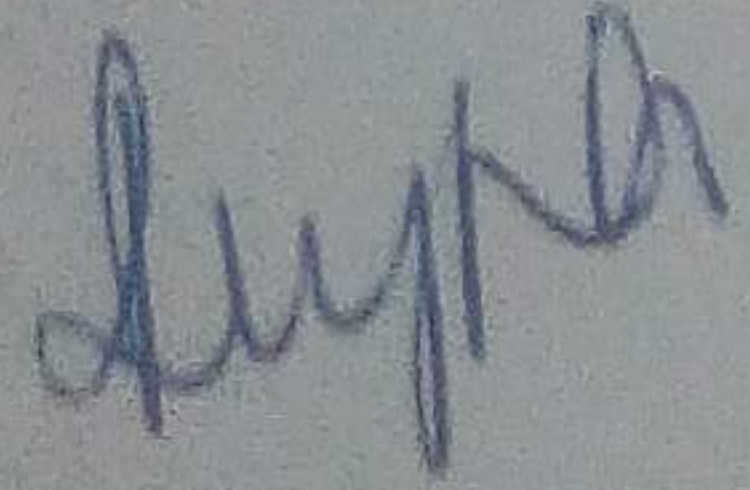
Name: ASHA R

Date: 21-09-2017

Salary Component	Amount (INR)
Basic	95,600
House Rent Allowance	38,240
Conveyance Allowance	19,200
Medical Reimbursement	15,000
Flexible Cash Component1	60,960
<b>Total Fixed Pay (TFP)</b>	<b>239,000</b>
Short Term Incentives	0-10%
Retirals [Employers Contribution]	
Employer's contribution to PF	11,472
Gratuity	4,598
<b>Sub Total</b>	<b>16,070</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>255,070</b>
<b>Monthly Gross</b>	<b>19,917</b>

**Note:** Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to the company provided insurance (for eligible employees only).

Yours sincerely,  
(For) Northern Operating Services Private Limited

Pearly Nanaiah   
2nd Vice President, Human Resources

Acknowledgement

I have received a copy of my particulars of employment; I understand the contents and agree to abide by it. I hereby accept the offer of employment with Northern as detailed in the Letter of intent above:

Sign & Date: Asha R 21/9/17

Name & Address: Asha R

Coca Cola cross Bairavvan dodd, Bidadi, Ramnagar - 562109

Contact Number: 9980612541

Start Date: .....

Candidate ID:1589593 /219927,

Date of Joining:08/23/2018,

Joining Location:Bangalore,

Designation:Associate.

**Dear Ashwini C ,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Bangalore office, for joining formalities as per the address mentioned below:

Address

Brigade Metropolis Summit Tower 'A', 73/1, Garudacharpalya,  
Mahadevapura Post, Whitefield Main Road, Bengaluru – 560 048  
[[JOB\_APPLICATION\_CUSTOM148]]

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3.	Experience letter from previous two employers.
4.	Immediate last employer Salary details ( Appointment letter / Latest Increment Letter )
5.	Highest Degree Mark sheet and Convocation Certificate ( All semester mark sheet)
6.	Passport Copies (First and Last page only)
7.	Pan card Copy- Mandatory
8.	Driving license copy
9.	Passport size photographs(4 nos)
10.	Aadhaar Card Copy - Mandatory , if allotted
11.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
12.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially

with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry pass.

Best Regards,

Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1589593 /219927,  
08/21/2018,  
Ashwini C  
No 444 3rd C main 2nd phase Manjunathnagar Bangalore 560010,[[JOB\_APPLICATION\_CUSTOM74]],

Bangalore ,Karnataka ,  
India.

### Confidential

Dear Ashwini C ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 08/23/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Associate /A2
- B) You will be required to work at the Company's offices in location Bangalore
- C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 236,536.00 /- ( Rupees Two Lakh Thirty Six Thousand Five Hundred and Thirty Six only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

- D) The following elements are included in the compensation package stated above:
- Provident Fund-** You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
  - Gratuity-** Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
  - ESIC-** In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.
- NOTE:
- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.
- E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:
- Group Medical Insurance-** In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
  - Group Personal Accident Insurance-** You shall be covered under the Personal Accident Insurance Policy held by the Company.
  - Group Term Life Insurance-** You shall also be covered under the Group Term Life Insurance Policy held by the Company.
  - Transport Facility-** Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
  - Annual Leave/Public Holidays-** You will be eligible for annual leaves and public holidays as determined by the

Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

B. Joining Bonus- NA

C. Notice period buy Out : NA

F.) D. Relocation-NA

G) Probationary Period:

1. You will be on probation for a period of **six months** from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources  
Address: Capgemini Technology Services India Limited,  
Brigade Metropolis, Summit – Tower 'A',  
73/1, Garudacharpalya, Mahadevapura Post,  
Whitefield Main Road,  
Bangalore – 560048

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Pardeep Singh Pahal

Vice President & Head HR – India

Capgemini Business Services

**Acceptance**

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited. This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Date: 08/21/2018

**Exhibit 2**

Name	AshwiniC
Designation	Associate
Grade	A2
Location	Bangalore

COMPONENTS	PER MONTH	PER ANNUM	COMMENTS
Basic Salary	13,429	161,153	@ 35% of Fixed Salary
House Rent Allowance	-	-	Upto 50% of Basic Salary
Statutory Bonus	2,686	32,231	This amount will be paid on a monthly basis.
OAAR (Other Allowance And Reimbursement)*	-	-	
Personal Allowance	-	-	Difference between Total Fixed Compensation and rest of the components within Total Fixed Compensation. It is a fully taxable component.
Total Base compensation (Gross) (A)	16,115	193,384	
Company Contribution to PF	1,612	19,338	Company contribution to Provident Fund will be calculated at 12% of your Basic Salary.
Gratuity	646	7,751.46	4.81% of Basic Salary and paid as per the Gratuity Act
Total Retirement Benefits (B)	2,257	27,090	
Total Fixed Compensation ( A+B)	18,373	220,473	

		-	-
Total Cash Compensation (A + B)	18,373	220,473	
Medical Insurance Premium (C)	573	6,877	
ESI (D)	765	9,186	
Total Cost to Company -TCC (A+B+C+D)	19,711	236,536	

\*OAAR: You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Personal Allowance



**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Flexi Benefits at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (OAAR), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

Approved by :

Name : Ashwini C



Pardeep Singh Pahal

Signature & Date: 08/21/2018,

## TRAINING AGREEMENT

This Training Agreement ("**Agreement**") is made and executed on \_\_\_\_\_ at by and between:

Mr./Ms. \_\_\_\_\_ S/D/o Mr./Mrs. \_\_\_\_\_  
having employee id no \_\_\_\_\_,  
permanent resident of \_\_\_\_\_ and presently residing at \_\_\_\_\_  
(hereinafter referred to as the "**Employee**");

And

**Capgemini Technology Services India Limited**, a company incorporated under the Companies Act, 1956 with its registered office at Block Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the "**Company**" which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns);

The Employee and the Company are also referred to as the "**Party**" in the singular and as the "**Parties**" in the collective.

### WHEREAS:

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and

Exhibit 1 dated \_

(the "**Offer Letter**") issued by the Company to the Employee. The

Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as **Training**.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

**NOW THEREFORE**, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

2. The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo and accept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.

3. The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be Rupees One Lakh Twenty Thousand Only ("**Training Costs and Expenses**"), which is hereby accepted and confirmed by the Employee.

4. The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and conform to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.

5. The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.

6. In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "**Commitment Term**") from the date of the Employee joining the Company as an employee ("**Joining Date**"). Even if

the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term

7. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.

8. The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.

9. Accordingly and notwithstanding anything to the contrary:

(i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses

(ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.

(iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.

10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.

11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.

14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.

15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company

(and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:

16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.

18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.

20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.

21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialled by all signatories to this Agreement.

23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

(Signature Page follows)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

**Employee** Signature: Name: Date:

**For Capgemini Technology Services India Limited**

Signature: Name: Designation: Date:

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Your base location for work is identified in the Employment Offer Letter. Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall

agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Caggemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may required you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Caggemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Caggemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any

statements made by the Company or any of its representatives, agents or employees; and

- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action

against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments' ) that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini's policy with respect to Intellectual Property.

## 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.



8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

### c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including

negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

#### 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC - SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



## NORTHERN TRUST

05 Jul 2018

**Bharath S**  
No 21, 16 E main  
Kurubrahalli  
Bangalore

Dear **Bharath**,

We are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as **Analyst** in our **Transfer Agency Department** within the **Corporate and Institutional Services (C&IS)** Business Unit. Your official title at Northern will be **Non-Officer**. Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. Brief details of your employment terms are outlined below.

### Salary

Your Annual Fixed Pay will be **INR 255,070** 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 1**

### Probation

The first six months of your employment will be probationary and you should refer to the attached Statement of Terms of Employment for details.

### Benefits

Subject to Northern policies, you will be eligible to the following discretionary benefits, which may be varied or removed by Northern at any time:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance cover for self and dependants;
- Personal Accident Insurance that is provided for all employees of Northern; and
- Group Term Life Insurance that is provided for all employees of Northern.

### Retirals

You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements, provided you are not terminated by Northern for cause.

### Working Hours & Leave

Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOS Partner Handbook'.

### Conditional Offer

Your appointment as **Analyst** with Northern is conditional upon:

- Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.



College/Institute Name: \_\_\_\_\_

MESIOM

Date: 02/02/2018

**Subject: Expression of Interest - Campus**

Dear BHARATHI G.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ >, provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/ 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

*Bharathi G*

Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0



Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: \_\_\_\_\_

MESIOM

Date: 02/02/2018

**Subject: Expression of Interest - Campus**

Dear Bhuvaneshwari.k

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Bhuvaneshwari.k  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0



**NTRIX**

Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204450  
Fax : +91-80-40204456

College/Institute Name: MES

Institute of Management

Date: 02/02/18

Subject: Expression of Interest - Campus

Dear Birdu-S

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office - R Cubes, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC-102872  
Phone : 91-124-4835100 Fax : 91-124-4263311  
Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

Northern Operating Services Pvt. Ltd.  
 2nd Floor, RM2 Ecospace, Campus IC  
 Sarapur Outer Ring Road  
 Bellandur Village, Varthur Hobli  
 Bangalore - 560 103  
 India  
 +91 (80) 4017 8500  
 CIN - U73000KA2005PTCO18919



**NORTHERN  
 TRUST**



date: 21-09-2017

**Letter of Intent**

Dear CHANDINI BT

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", 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>	
<b>Salary</b>	Your Annual Fixed Pay will be INR 255,070 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>Retrials</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: - Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme - Private Health Insurance for self, spouse, children and either of parents or parents in law; - Accident insurance and - Life assurance
<b>Conditional Offer</b>	Your appointment as "Analyst" with Northern is conditional upon: 1. You submitting your convocation/graduation certificate and/or all semester mark sheets within six months from the date of joining NOS; failing to do so may amount to NOS taking corrective action which could lead to you being terminated from NOS 2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records; 3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 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; 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. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of intent.
<b>Working Hours &amp; Leave</b>	Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOSPL 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.
<b>Probation &amp; Notice Periods</b>	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 NOSPL will be considered to have been successfully 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 50 Days prior to termination of the appointment



CONCENTRIX™

Concentrix Daksh Services India Private Limited  
Maratha Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rechenshalli Nagawara, Bangalore - 560046, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455



College/Institute Name: M.E.S  
Institute of Management

Date: 2/2/18

Subject: Expression of Interest - Campus

Dear DITHI POOJAR. J.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Dithi. J  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001

Corporate Identity Number : U72200DL1999PTC102972

Phone : 91-124-4635100 Fax : 91-124-4263311

Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

Scanned By Scanner Go



College/Institute Name: MFS

Institute of Management

Date: 2/2/2018

**Subject: Expression of Interest - Campus**

Dear Dinuya Shree, K.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
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Dinuya Shree, K.  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
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College/Institute Name: MES

Institute of management

Date: 02/02/18

Subject: Expression of Interest - Campus

Dear M.S. Bhoomika

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Deloitte Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

M.S. Bhoomika

Signature of Candidate

OXKREDCARTIAG-R/EOU4.0



**Relyon**

VISION FOR TOMORROW

**Relyon Softech Ltd.**

Shreelekha Complex, II Floor,  
No 73, West of Chord Road, Basaveshwaranagar 2nd Stage,  
Mahalaxmipuram, Bangalore-560086.

91-80-23002100

@relyonsoft.com  
www.relyonsoft.com

No : U72200KA2000PLCO27572

TIN : 29AABCR7796N1ZC

Dear Ms. Harshitha C

We are delighted to have you as the member of Growing Relyon family! Your contribution is important to ensure our sustained success and growth. We hope that your career here will be a gratifying one. At Relyon we treat every employee as the member of Relyon family. We assure that you would get maximum support from the whole of our team and we look forward to having the best relations with you.

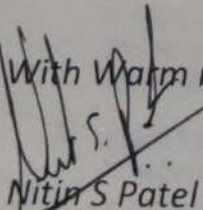
**Relyon** stands strong on four "D" pillars **Dedication, Devotion, Discipline and Determination**. We wish you would continue to dedicate yourself in the same manner and emerge as a winner.

With this note I welcome you on behalf of Relyon and its family and wish you all the best.

The enclosed information is designed to serve as an introduction to Relyon and provide resources that will help you make a smooth transition into your new role.

I hope you will find Relyon as an Inspiration to work with.

With Warm regards

  
Nitin S Patel

Director

Date: 04-May-19

ANNEXURE -B

AGREEMENT FOR NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

This Non-Disclosure Agreement entered into on the

BETWEEN

**Relyon Softech Limited**, a company incorporated under the provisions of the Companies Act, 1956 and having registered office situated at No. 73, Shreelekha Complex, West of Chord Road, Bangalore – 560086, hereinafter referred to as "**RSL**" which expression shall mean and include where the context so requires or admits its permitted successors and assigns of the ONE PART;

AND

**Ms. Harshitha C** aged about 21 years, **D/o Mr. Chandrashekar M** permanently residing at No.124,12th B M Block,RajajinagarBangalore-560010 hereinafter referred to as "**Employee**" of the OTHER PART.

Whereas:

1. RSL is a company engaged in the business of providing software and technology related services;
2. The Employee is currently employed in the capacity of **Jr. Technical Support Engineer** to provide service to RSL vide his/her Employment/Appointment Letter dated 14.03.2019.
3. Pursuant to their obligations, the Employee would have access to, be furnished with and develop confidential information for and on behalf of RSL either solely or jointly with other employees or consultants of RSL wherein all such information would be proprietary in nature and confidential to RSL;
4. RSL would be irretrievably damaged in the event of disclosure of such confidential information by the Employee and deems it necessary to enter into an agreement of non-disclosure to ensure that confidentiality of all information accessed, furnished and developed by the Employee during the course of his/her employment is maintained;
5. The Employee acknowledges and realizes the importance of maintaining the confidentiality of the above information and agrees to RSL's directions in this regard;
6. Consequently, the parties deem it necessary to record in writing the terms and conditions of this non-disclosure agreement as applicable to the maintenance of confidential information between RSL and the Employee.

HENCE THIS AGREEMENT IS NOW MADE AND THE PARTIES HERETO AGREE AS FOLLOWS:

1. Definitions

For the purpose of this Agreement the following terms shall have the meaning attributed to them as follows:

Employee Name : <b>Harshitha . C</b>	Signature & Date: <b>Harshitha . C</b>
--------------------------------------	--



**Relyon Softech Ltd.**

Shreelekha Complex, II Floor,  
No 73, West of Chord Road, Basaveshwaranagar 2nd Stage,  
Mahalaxmipuram, Bangalore-560086.

91-80-23002100  
@relyonsoft.com  
w.relyonsoft.com  
No : U72200KA2000PLCO27572  
N : 29AA8CR7796N12C

- 1.1 "Authorized Use" shall mean the purposes for which the Employee is employed by RSL and for which the Employee has access or is furnished or develops or is required to develop Confidential Information.
- 1.2 "Confidential Information" shall mean all proprietary information of RSL including but not limited to commercial, technical and artistic information relating to the RSL's establishment, business, operation, maintenance marketing and promoting of its own services and products, programming techniques, experimental work, customers, clients and vendors of RSL, financial information, marketing plans, business plans, project plans, information relating to sales, costs, operating income, organization, customer lists, price calculation models, software, technology, methods, Documentation, Designs and Materials and Source Code and general trade secrets of RSL and Intellectual Property of RSL, as well as any other information labeled "Confidential" by RSL or accessible to or provided to the Employee or developed by the Employee solely or jointly with other employees or consultants of RSL pursuant to the performance of the Employee's obligations during the course of his/her employment in RSL, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained.
- 1.3 "Designs" shall include but not be limited to all designs, discoveries, inventions, products, computer programs, procedures, improvements and developments made or conceived by RSL generally or by the Employee specifically (whether solely or jointly with other employees or consultants of RSL) or furnished by RSL to the Employee from time to time.
- 1.4 "Documentation" shall mean user manuals, training materials, help text, sample documents, tutorials, graphics, and other written or graphic materials of RSL that describe any part of whole of the business operations of RSL and/or the specific projects required to be performed by the Employee, generally or specifically.
- 1.5 "Intellectual Property" shall mean any intellectual property of RSL including but not limited to patents including patent applications and patents arising from such applications, and continuations of or relating to patents, trademarks, copyrights, registered designs, rights of license, assignment, use, moral rights, right of confidence in know how or technical or commercial information generally and any other such rights or interests in intellectual property, developed by RSL generally or the Employee specifically, whether or not protected under any law in force.
- 1.6 "Materials" shall include but not be limited to all memoranda, notes, records, drawings, manuals, disks or other documents and media, including all copies, extracts, and summaries thereof made or conceived by RSL generally or by the Employee specifically or furnished by RSL to the Employee from time to time.
- 1.7 "Source Code" shall mean the software program code in human readable form, and all supporting materials used to develop or program such code including but not limited to programmer's notes, functional specifications, scripts, detailed documentation, and a programmer's guide.

Employee Name : Harshitha. C

Signature & Date: Harshitha. C



# Relyon

VISION FOR TOMORROW

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- 1.1 "Authorized Use" shall mean the purposes for which the Employee is employed by RSL and for which the Employee has access or is furnished or develops or is required to develop Confidential Information.
- 1.2 "Confidential Information" shall mean all proprietary information of RSL including but not limited to commercial, technical and artistic information relating to the RSL's establishment, business, operation, maintenance marketing and promoting of its own services and products, programming techniques, experimental work, customers, clients and vendors of RSL, financial information, marketing plans, business plans, project plans, information relating to sales, costs, operating income, organization, customer lists, price calculation models, software, technology, methods, Documentation, Designs and Materials and Source Code and general trade secrets of RSL and Intellectual Property of RSL, as well as any other information labeled "Confidential" by RSL or accessible to or provided to the Employee or developed by the Employee solely or jointly with other employees or consultants of RSL pursuant to the performance of the Employee's obligations during the course of his/her employment in RSL, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained.
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- 1.6 "Materials" shall include but not be limited to all memoranda, notes, records, drawings, manuals, disks or other documents and media, including all copies, extracts, and summaries thereof made or conceived by RSL generally or by the Employee specifically or furnished by RSL to the Employee from time to time.
- 1.7 "Source Code" shall mean the software program code in human readable form, and all supporting materials used to develop or program such code including but not limited to programmer's notes, functional specifications, scripts, detailed documentation, and a programmer's guide.

Employee Name : <u>Harshitha . C</u>	Signature & Date: <u>Harshitha . C</u>
--------------------------------------	--

1.8 "the Agreement of "Agreement" shall mean this Non - Disclosure Agreement executed between RSL and the Employee including any amendments and revisions as may be effected mutually by the parties from time to time.

3.

**2. Obligation of Confidentiality**

The Employee shall not, without the express written consent of RSL, for any reason or at any time either during or subsequent to the term of this Agreement use or disclose any Confidential Information in any manner whatsoever.

Further, in consideration of being entrusted access to Confidential Information, the Employee acknowledges and agrees:

- (a) that is to be given access to the Confidential Information solely for purposes of Authorized Use, the Employee acknowledges and recognizes the proprietary nature of the Confidential Information and that he/she has an obligation of maintaining the confidentiality of the said Confidential Information and that he/she will not use the information outside of the purposes listed in Authorized Use.
- (b) That he/she will not disclose Confidential Information to others except:
  - I. to persons working for RSL having access in their work to the kind of information at issue;
  - II. his/her superiors;
  - III. to anyone else authorized by RSL as receiver of such information;
  - IV. to persons to whom according to his/her work duties shall give such information, where ordered to do so, by any government, judicial or quasi-judicial authority, provided that the Employee shall in such a case give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or a protective order preventing such disclosure.

This undertaking under (a) and (b) above will survive the termination of his/her employment or his/her assignment for RSL.

- (c) that will not, directly or indirectly, make use of Confidential Information other than in the performance of his/her duties and work for RSL;
- (d) that will comply with all RSL Corporate Policies and Directives and other instructions relating to Confidential Information, including, but not limited to, the requirement that certain information may not be removed from RSL's premises or may be communicated or disclosed only to a restricted internal or external group of individuals;
- (e) that confidential information may not be duplicated or reproduced in any manner whatsoever except as is required for the execution of his/her duties and work for RSL; and
- (f) that upon learning of any wrongful use or treatment of confidential information, will promptly notify his/her manager within RSL and will cooperate in full with RSL to protect such information.

Employee Name : <i>Harshidha . C</i>	Signature & Date: <i>Harshidha . C</i>
--------------------------------------	--





**Relyon Softech Ltd.**

Shreelekha Complex, II Floor,  
No 73, West of Chord Road, Basaveshwaranagar 2nd Stage,  
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1-80-23002100

relyonsoft.com  
relyonsoft.com  
U72200KA2000PLCO27572  
29AABCR7796N1ZC

### 3. Proprietary Protection

- 3.1 Subject to the provisions of this Agreement, RSL shall have sole and exclusive ownership of all right, title, and interest in and to the Confidential Information including ownership of all patents, copyrights, trademarks and designs, trade secrets and other Intellectual Property pertaining thereto.
- 3.2 RSL claims and reserves all rights and benefits afforded under Indian and International Copyright laws in all software programs included in the Confidential Information as copyrighted works. The binary or object code version of such software programs may under no circumstances be reverse-engineered or reverse-compiled without RSL's further written consent.
- 3.3 The parties hereby expressly agree that the furnishing of Confidential Information and Intellectual Property to, the possession of and utilization of such Confidential Information and Intellectual Property by the Employee shall not in any manner be deemed to grant the Employee any rights of ownership, license or assignment in the Confidential Information and Intellectual Property.

### 4. Access to Computer Resources

You expressly agree that in order to perform your duties and work for RSL, the Employee may be granted access to computer resources of RSL. In consideration of being entrusted with such access, the Employee acknowledges and agrees:

- (a) that you will not intentionally access any information, data or computer resources other than the information that have been specifically authorized to access by RSL;
- (b) that you will keep the passwords, PIN codes, etc. associated with your corporate identity strictly confidential;
- (c) that you, when logging on to any computer system of RSL, will use only the corporate identity assigned to you by RSL and his/her password;
- (d) that you will not allow any other person access, either directly or indirectly, to RSL's computer resources by the use of your corporate identity and password or through any other methods;
- (e) that you will have the ultimate responsibility for the use of the corporate identity assigned to you and your password;
- (f) that you will log off the computer systems of RSL or activate the screen saver configured with password immediately upon completion of each work session; and
- (g) that you will comply with RSL's Corporate Policies and Directives and other instructions regarding your access to and use of RSL's computer resources.

### 5. Remedy for Breach

In the event of breach of the obligations of this Agreement by the Employee, the Employee shall promptly be liable to indemnify RSL for all the costs, damages and prejudice caused to RSL by disclosure or loss of confidentiality of any part or whole of the Confidential Information by the Employee. This liability of the Employee shall not in any manner affect the rights of RSL from claiming damages from the Employee and other available remedies under law, equity or under the Employment/Appointment Letter dated **14.03.2019** and this Agreement.

Employee Name : *Harshitha.c*

Signature & Date: *Harshitha.c*

Further, the Employee acknowledges that, in the event of any breach of this Agreement, RSL shall have adequate remedy in money or damages. RSL therefore shall be entitled in such event to obtain an injunction against such breach from any court of competent jurisdiction immediately upon request. RSL's right to obtain such relief shall not limit its right to obtain other remedies.

**6. Term and Termination**

This Agreement is co-terminus with the Employment/Appointment Letter dated 14.03.2019 issued by RSL to the Employee and upon the earlier of RSL's request or the completion of the Authorized Use or termination of the Employment/Appointment Letter, this Agreement shall also stand terminated as the case may be. In such an event, the Employee shall promptly return or destroy all Confidential Information and Intellectual Property and discontinue all further use of the Confidential Information and Intellectual Property including but not limited to all copies, abstractions, compilations, etc. Upon RSL's request, the Employee shall promptly certify in writing that such action has been taken.

**7. Consequences of Termination**

The termination of Employment/Appointment Letter dated 14.03.2019, and this Agreement shall not affect the obligations of the Employee under this Agreement and the said obligations of the Employee under this Agreement shall by their nature survive the termination of Employment/Appointment Letter dated 14.03.2019 and this Agreement.

**8. General**

The interpretation and enforcement of this Agreement shall be governed by the laws of India and any disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore. The Arbitration Clause as mentioned in the Appointment Order dated 14.03.2019 is applicable to this Agreement also. The Employee may not assign, transfer, sub-license, or subcontract any right or obligation hereunder without the prior written consent of RSL.

**9. Notices**

Any notice provided for in this Agreement shall be provided in writing. Notices shall be effective from the date of service, if served personally on the party to whom notice is to be given, or on the second day after mailing, if mailed by first class mail, postage prepaid, courier or e-mail. Notices shall be properly addressed to the respective addresses as specified in this Agreement or to such other address as either you or RSL may specify by notice to the other.

IN WITNESS WHEREOF the parties hereto have set their hands on the day, month and year first hereinabove mentioned.

For Relyon Softtech Limited

Director & COO

Date:

Employee:

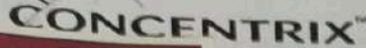
HARSHITHA C

Employee

Date:

Employee Name : HARSHITHA C

Signature & Date: Harshitha.C



**Concentrix Daksh Services India Private Limited**  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: M.E.S  
Institute of Management

Date: 02/09/18


**Subject: Expression of Interest - Campus**

Dear Harshita G.P,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC102972  
Phone : 91-124-4635100 Fax : 91-124-4263311  
Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

NTRIX™

Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES  
Institute of Management

Date: 2-2-18

Subject: Expression of Interest - Campus

Dear Harahitha S

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Harahitha S  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

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Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES  
Institute of management

Date: 02/02/2018

**Subject: Expression of Interest - Campus**

Dear Keshti ShreeS,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Keshti ShreeS  
Signature of Candidate

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College/Institute Name: \_\_\_\_\_

MESIOM

Date: 2/9/2018

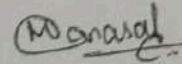
Subject: Expression of Interest - Campus

Dear MANASA N.K :

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

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CONCENTRIX™



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Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES  
Institute of Management

Date: 2/2/18

Subject: Expression of Interest - Campus

Dear MEENAKSHI.S

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/ 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Meenakshi.S  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

Concentrix Daksh Services India Private Limited

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College/Institute Name: M.E.S  
INSTITUTE OF MANAGEMENT

Date: 02/02/2018

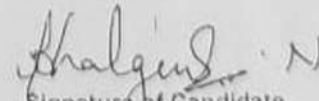
**Subject: Expression of Interest - Campus**

Dear N. PHALGUNI,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
 Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**



Northern Operating Services Pvt. Ltd.  
2nd Floor, RMZ Ecospace, Campus 1C  
Sarjapur Outer Ring Road  
Bellandur Village, Varthur Hobli  
Bangalore - 560 103  
India  
+91 (80) 4017 8500  
CIN - U72300KA2005PTC048089



**NORTHERN  
TRUST**

10 Oct 2018

**Namitha Gadiya**  
**No 57/A, 2nd Floor, 2nd Main**  
**2nd Cross, Prakashnagar**  
**Bangalore**

Dear **Namitha**,

We are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as **Analyst** in our **Asset & Pricing Services Department** within the **Enterprise Enablement Business Unit**. Your official title at Northern will be **Non-Officer**. Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. Brief details of your employment terms are outlined below.

#### **Salary**

Your Annual Fixed Pay will be **INR 255,070** 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 1**

#### **Probation**

The first six months of your employment will be probationary and you should refer to the attached Statement of Terms of Employment for details.

#### **Benefits**

Subject to Northern policies, you will be eligible to the following discretionary benefits, which may be varied or removed by Northern at any time:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance cover for self and dependants;
- Personal Accident Insurance that is provided for all employees of Northern; and
- Group Term Life Insurance that is provided for all employees of Northern.

#### **Retirals**

You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements, provided you are not terminated by Northern for cause.

#### **Working Hours & Leave**

Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOS Partner Handbook'.

#### **Conditional Offer**

Your appointment as **Analyst** with Northern is conditional upon:

- Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.



## NORTHERN TRUST

- Your 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;
- Your providing to Northern Trust 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.
- Achieving and maintaining an acceptable standard for compliance purposes;
- Written acceptance of this appointment letter.

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, criminal records and in the event that 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, 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.

We would therefore request that you:

- Sign and return the enclosed copy of this letter and one copy of Statement of Terms of Employment. This will fully signify your agreement to the terms of employment.

Whilst employed by Northern, you will be bound by our Standards of Conduct. For your information Northern has a No Smoking Policy and smoking is not permitted anywhere on its premises.

### **Compliance**

During the course of your employment with Northern, you may be subject to legal and regulatory requirements of other countries. You shall be required to adhere to such requirements as detailed in the 'Statement of Terms of Employment.'

### **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 signing this offer letter, 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.

**First Day of Employment** On your first day of employment with Northern you should report to Reception at 9.30 a.m. at 2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103. Board No: +91 (80) 4017 8500.



**NORTHERN  
TRUST**

**Acceptance**

Please confirm your acceptance of this offer of employment with Northern by signing the attached copy of this letter and one copy of the employment contract and returning them to the Human Resources Department as soon as possible and no later than **15 Oct 2018**. If we do not receive this by the mentioned date, we will assume you do not wish to accept the terms and the offer will be void. Further to this, the appointment is valid subject to your joining on or before the date mentioned on your Statement of Terms. If you're agreed start date is not detailed in your Statement of Terms at this stage, you will be required to amend and mention this on your first day of employment. When returning the attached copy of this letter and contract, please also return those documents listed on the enclosed checklist.

We look forward to welcoming you to Northern.

Yours sincerely,

**Lakshmi Jayaprakash**  
**2nd Vice President**  
**Northern Operating Services Private Limited**



**NORTHERN  
TRUST**

I have received a copy of my particulars of employment; I understand the contents and agree to abide by it.  
I hereby accept the employment with Northern as detailed in the Appointment Letter above:

Signed: .....

Dated: .....

Start Date:.....



**NORTHERN  
TRUST**

### Statement of Terms of Employment

This statement sets out the particulars of the terms and conditions of employment by Northern Operating Services Private Limited, 2nd Floor, RMZ Ecospace, Campus 1 C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103, herein referred to as "Northern".

#### **1. Job Title and Start Date**

You, **Namitha Gadiya** are employed by Northern as **Analyst** in our **Asset & Pricing Services Department** with effect from **22 Oct 2018**. No employment with a previous employer counts as part of your continuous employment for the purpose of employment legislation, which commenced on **22 Oct 2018**.

#### **2. Duties**

You shall devote the whole of your time (unless prevented by ill-health or accident or otherwise directed by Northern) to your duties under this Statement and 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.

#### **3. Associated Company**

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.

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.

#### **4. Location**

Your employment could be based at any location of Northern Operating Services Private Limited.

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.

#### **5. Conditions**

Your employment is conditional on:

- Background checks on your academic and professional qualifications, current residential address, experience and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence.);
- 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;





- 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.
- Achieving and maintaining acceptable standards for compliance purposes (see below);
- Written acceptance of this appointment letter.

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. 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.

#### **6. 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 NOSPL will be considered to have been successfully 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 of six months 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 Days** prior to termination of the appointment.

#### **7. Salary**

Your Annual Fixed Pay will be **INR 255,070** inclusive of all hours worked.

Salary will be payable monthly, in arrears. This will be credited to your account on or before the last working day of each month.

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.

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.

#### **8. Benefits**

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

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Northern offers private Health Insurance for self and dependants from the first day of employment;
- Group Term Life Insurance, that is provided for all Northern employees ; and
- Personal Accident Insurance that is provided for all Northern employees.





**9. 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 and provided you are not terminated by Northern for cause. 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.

**10. 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 **7:30AM 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. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.

**11. 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.

Details of various Leave entitlements are outlined below:

**11.1. Annual Leave**

Completed years of service as on 1 January	Number of days holiday
0 - 2	22
>2 - 3	23
>3 - 4	24
>4	25

**11.2. Public / National Holidays**

**10 days**

Northern recognises 10 days of national and local Public holidays. Details about the same shall be provided on PeoplePlace (India)>Benefits>Bank/Public Holiday Schedule.

**11.3. Sick Time**

**12 days**

In the event that 4 or more consecutive days are availed, a medical certificate will be required. This is subject to your complying to Northern's satisfaction, with all of the terms of the Sickness Policy (including the notification and self-certification requirements) set out in the NOS Partner Handbook.





## NORTHERN TRUST

### 11.4. Emergency Time

#### 3 days

Leave for part time staff is prorated according to their hours/days of work. On commencement or termination of your employment, your holiday entitlement will be pro-rated to the proportion of the holiday year, which you have worked. You will normally be expected to take your leave entitlement before the date of leaving and Northern at its sole discretion may require you to take any outstanding leave entitlement during the notice period.

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

Further details about leave entitlement, including how to book leave will be contained in the NOS Partner Handbook. Details of authorised leave other than leave entitlement will also be found in the NOS Partner Handbook.

### 12. Notice

Following the successful completion of your probationary period, the length of notice to terminate your contract of 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 in lieu of notice. 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.

Northern will not be liable to pay for the notice period if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, Northern will have the right not to accept your resignation.

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.

### 13. Company property

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

### 14. Disciplinary procedures

You are subject to the disciplinary rules and procedures set out in the NOS Partner Handbook. In cases of gross misconduct you may be dismissed without notice or pay in lieu of notice.

### 15. 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 NOS Partner Handbook.

### 16. Collective agreements

No collective agreements directly affect your terms and conditions of employment.







## NORTHERN TRUST

### 17. NOS Partner Handbook

The provisions of NOS Partner Handbook apply to your employment. The NOS Partner Handbook sets out contractual and non-contractual terms of employment with which you are obliged to comply. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.

### 18. Compliance

Various Northern Trust 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. 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.

#### 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.

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

You do not become an employee, or agent, or contractor of any other Northern Trust companies just by performing services, and/or by carrying out duties or responsibilities for such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

### 19. Confidential information

You are obliged to comply with the terms of the Non-Solicitation/Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation/Confidentiality Agreement is enclosed with this document and forms part of the terms and conditions of your employment. In signing the enclosed Non-Solicitation/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.

### 20. Inventions

Any invention, design or copyright work 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 shall be the exclusive property of Northern and you undertake at the expense of Northern to execute any formal and additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such invention, design or copyright work.



## NORTHERN TRUST

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.

### 21. 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.

### 22. 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.

### 23. 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.

### 24. Governing Law and Jurisdiction

This agreement is governed and construed in accordance with Indian laws. Any dispute, controversy or claim arising out of or in connection with the contract of employment 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 contract of employment 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 contract of employment but without invalidating any of the remaining provisions of the agreement.

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

**Signed on behalf of Northern:**

**Name: Lakshmi Jayaprakash**

**Date: 10<sup>th</sup> October 2018**

**Place: Bangalore**



I have received a copy of my particulars of employment; I understand and agree to abide by the contents thereof. I hereby accept the employment with Northern on the Terms of Employment set out above:

**Signed:**

**Name: Namitha Gadiya**

**Date:**

**Place: Bangalore**



# NORTHERN TRUST

10 Oct 2018

Namitha Gadiya

## Annexure 1 Salary Annexure

Salary Component	Amount (INR)
Basic	95,600
House Rent Allowance	38,240
Conveyance Allowance	19,200
Medical Reimbursement	15,000
Flexible Cash Component	60,960
Statutory Bonus	10000
<b>Total Fixed Pay (TFP)</b>	<b>239,000</b>
<b>Short Term Incentive*</b> (subject to the terms of Northern's Partner Incentive Plan) - 0 – 10%	
<b>Retirals [Employers Contribution]</b>	
Employer's contribution to PF	11,472
Gratuity	4,598
<b>Sub Total</b>	<b>16,070</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>255,070</b>
<b>Monthly Gross</b>	<b>19,917</b>

Additional Benefits (subject to Northern policies):

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme.
- Health Insurance is provided to the employee and his/her dependants
- 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.
- In the event of your joining the company on or before 30<sup>th</sup> September, your Total Fixed Pay will be reviewed in the Annual Review Cycle in the first quarter of the following year. The revision, if any will be pro-rated depending on your date of joining.
- Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to the company provided Insurance (for eligible employees only).
- \*Short Term Incentive is only an indication of the incentive eligibility and is based on various factors such as, company, business unit and individual performance and will be prorated depending on the date of joining. This amount is paid out annually and applies to the full Plan Year from January to December. It is normally paid along with the February payroll of the following year, provided you have not submitted a notice of resignation prior to January of the payment year. The Short Term Incentive shall not accrue in proportion to service or form part of your salary for the purpose of retirement benefits or any termination benefits.

  
**Lakshmi Jayaprakash**  
**2nd Vice President**  
**Northern Operating Services Private Limited**

Confidential  
NTAC:3NS-20

College/Institute Name: MES  
INSTITUTE OF MANAGEMENTDate: 02/02/2018.**Subject: Expression of Interest - Campus**Dear NISHMITHA.K.S.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/ 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Nishmitha.K.S.  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**PRIVATE AND CONFIDENTIAL**

January 11, 2019

Nithin L  
Bangalore

Dear Nithin,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Trainee Research Analyst-F&R** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

**1. Commencement Date**

- a. Your employment with the Company commences on **January 16, 2019**.

**2. Initial Position, Work Description, Title Use and Work Base**

- a. Your work base at commencement of your employment will be **Bangalore**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.
- b. The Company reserves the right to re-designate or revise your Position or work description at any time by a written notice to you.
- c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.
- d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way be deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

**3. Remuneration**

- a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.
- b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company. Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.
- c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.

Northern Operating Services Pvt. Ltd.  
2nd Floor, RMZ Ecospace, Campus1C  
Sarjapur Outer Ring Road  
Bellandur Village, Varthur Hobli  
Bangalore - 560 103  
India  
+91 (80) 4017 8500  
CIN - U72300KA2005PTC048089



17 Jul 2018

**Pavan K B**  
**No 2/12/1, 8th Main**  
**6th Cross, Ganesha Block**  
**Bangalore**

Dear Pavan,

We are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as **Analyst** in our **Securities Lending Department** within the **Enterprise Enablement** Business Unit. Your official title at Northern will be **Non-Officer**. Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. Brief details of your employment terms are outlined below.

#### **Salary**

Your Annual Fixed Pay will be **INR 255,070** 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 1**

#### **Probation**

The first six months of your employment will be probationary and you should refer to the attached Statement of Terms of Employment for details.

#### **Benefits**

Subject to Northern policies, you will be eligible to the following discretionary benefits, which may be varied or removed by Northern at any time:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance cover for self and dependants;
- Personal Accident Insurance that is provided for all employees of Northern; and
- Group Term Life Insurance that is provided for all employees of Northern.

#### **Retirals**

You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements, provided you are not terminated by Northern for cause.

#### **Working Hours & Leave**

Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOS Partner Handbook'.

#### **Conditional Offer**

Your appointment as **Analyst** with Northern is conditional upon:

- Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.



## NORTHERN TRUST

- Your 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;
- Your providing to Northern Trust 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.
- Achieving and maintaining an acceptable standard for compliance purposes;
- Written acceptance of this appointment letter.

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, criminal records and in the event that 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, 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.

We would therefore request that you:

- Sign and return the enclosed copy of this letter and one copy of Statement of Terms of Employment. This will fully signify your agreement to the terms of employment.

Whilst employed by Northern, you will be bound by our Standards of Conduct. For your information Northern has a No Smoking Policy and smoking is not permitted anywhere on its premises.

### **Compliance**

During the course of your employment with Northern, you may be subject to legal and regulatory requirements of other countries. You shall be required to adhere to such requirements as detailed in the 'Statement of Terms of Employment.'

### **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 signing this offer letter, 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.

**First Day of Employment** On your first day of employment with Northern you should report to Reception at 9.30 a.m. at 2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103. Board No: +91 (80) 4017 8500.





**Acceptance**

Please confirm your acceptance of this offer of employment with Northern by signing the attached copy of this letter and one copy of the employment contract and returning them to the Human Resources Department as soon as possible and no later than **20 Jul 2018**. If we do not receive this by the mentioned date, we will assume you do not wish to accept the terms and the offer will be void. Further to this, the appointment is valid subject to your joining on or before the date mentioned on your Statement of Terms. If you're agreed start date is not detailed in your Statement of Terms at this stage, you will be required to amend and mention this on your first day of employment. When returning the attached copy of this letter and contract, please also return those documents listed on the enclosed checklist.

We look forward to welcoming you to Northern.

Yours sincerely,

**Pearly Nanaiah**  
**2nd Vice President**  
**Northern Operating Services Private Limited**



**NORTHERN  
TRUST**

I have received a copy of my particulars of employment; I understand the contents and agree to abide by it.  
I hereby accept the employment with Northern as detailed in the Appointment Letter above:

Signed: .....

Dated: .....

Start Date:.....



### Statement of Terms of Employment

This statement sets out the particulars of the terms and conditions of employment by Northern Operating Services Private Limited, 2nd Floor, RMZ Ecospace, Campus 1 C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103, herein referred to as "Northern".

#### 1. Job Title and Start Date

You, **Pavan K B** are employed by Northern as **Analyst** in our **Securities Lending Department** with effect from **06 Aug 2018**. No employment with a previous employer counts as part of your continuous employment for the purpose of employment legislation, which commenced on **06 Aug 2018**.

#### 2. Duties

You shall devote the whole of your time (unless prevented by ill-health or accident or otherwise directed by Northern) to your duties under this Statement and 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.

#### 3. Associated Company

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.

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.

#### 4. Location

Your employment could be based at any location of Northern Operating Services Private Limited.

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.

#### 5. Conditions

Your employment is conditional on:

- Background checks on your academic and professional qualifications, current residential address, experience and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence.);
- 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;



- 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.
- Achieving and maintaining acceptable standards for compliance purposes (see below);
- Written acceptance of this appointment letter.

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.

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.

#### 6. 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 NOSPL will be considered to have been successfully 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 of six months 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 Days** prior to termination of the appointment.

#### 7. Salary

Your Annual Fixed Pay will be **INR 255,070** inclusive of all hours worked.

Salary will be payable monthly, in arrears. This will be credited to your account on or before the last working day of each month.

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.

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.

#### 8. Benefits

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

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Northern offers private Health Insurance for self and dependants from the first day of employment;
- Group Term Life Insurance, that is provided for all Northern employees ; and
- Personal Accident Insurance that is provided for all Northern employees.





**9. 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 and provided you are not terminated by Northern for cause. 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.

**10. 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 **1:30PM 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. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.

**11. 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.

Details of various Leave entitlements are outlined below:

**11.1. Annual Leave**

Completed years of service as on 1 January	Number of days holiday
0 - 2	22
>2 - 3	23
>3 - 4	24
>4	25

**11.2. Public / National Holidays**

**10 days**

Northern recognises 10 days of national and local Public holidays. Details about the same shall be provided on PeoplePlace (India)>Benefits>Bank/Public Holiday Schedule.

**11.3. Sick Time**

**12 days**

In the event that 4 or more consecutive days are availed, a medical certificate will be required. This is subject to your complying to Northern's satisfaction, with all of the terms of the Sickness Policy (including the notification and self-certification requirements) set out in the NOS Partner Handbook.





#### **11.4. Emergency Time**

##### **3 days**

Leave for part time staff is prorated according to their hours/days of work. On commencement or termination of your employment, your holiday entitlement will be pro-rated to the proportion of the holiday year, which you have worked. You will normally be expected to take your leave entitlement before the date of leaving and Northern at its sole discretion may require you to take any outstanding leave entitlement during the notice period.

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

Further details about leave entitlement, including how to book leave will be contained in the NOS Partner Handbook. Details of authorised leave other than leave entitlement will also be found in the NOS Partner Handbook.

#### **12. Notice**

Following the successful completion of your probationary period, the length of notice to terminate your contract of 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 in lieu of notice. 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.

Northern will not be liable to pay for the notice period if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, Northern will have the right not to accept your resignation.

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.

#### **13. Company property**

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

#### **14. Disciplinary procedures**

You are subject to the disciplinary rules and procedures set out in the NOS Partner Handbook. In cases of gross misconduct you may be dismissed without notice or pay in lieu of notice.

#### **15. 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 NOS Partner Handbook.

#### **16. Collective agreements**

No collective agreements directly affect your terms and conditions of employment.

A handwritten signature in blue ink, located in the bottom right corner of the page.



#### **17. NOS Partner Handbook**

The provisions of NOS Partner Handbook apply to your employment. The NOS Partner Handbook sets out contractual and non-contractual terms of employment with which you are obliged to comply. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.

#### **18. Compliance**

Various Northern Trust 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. 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.

##### 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.

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

You do not become an employee, or agent, or contractor of any other Northern Trust companies just by performing services, and/or by carrying out duties or responsibilities for such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

#### **19. Confidential information**

You are obliged to comply with the terms of the Non-Solicitation/Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation/Confidentiality Agreement is enclosed with this document and forms part of the terms and conditions of your employment. In signing the enclosed Non-Solicitation/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.

#### **20. Inventions**

Any invention, design or copyright work 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 shall be the exclusive property of Northern and you undertake at the expense of Northern to execute any formal and additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such invention, design or copyright work.



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.

**21. 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.

**22. 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.

**23. 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.

**24. Governing Law and Jurisdiction**

This agreement is governed and construed in accordance with Indian laws. Any dispute, controversy or claim arising out of or in connection with the contract of employment 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 contract of employment 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 contract of employment but without invalidating any of the remaining provisions of the agreement.

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

**Signed on behalf of Northern:**

**Name: Pearly Nanaiah**

**Date: 17<sup>th</sup> July 2018**

**Place: Bangalore**

A handwritten signature in blue ink, appearing to read 'Pearly Nanaiah', written over the printed name.





**NORTHERN  
TRUST**

I have received a copy of my particulars of employment; I understand and agree to abide by the contents thereof. I hereby accept the employment with Northern on the Terms of Employment set out above:

**Signed:**

**Name: Pavan K B**

**Date:**

**Place: Bangalore**



17 Jul 2018

Pavan K B

Annexure 1  
Salary Annexure

Salary Component	Amount (INR)
Basic	95,600
House Rent Allowance	38,240
Conveyance Allowance	19,200
Medical Reimbursement	15,000
Flexible Cash Component	60,960
Statutory Bonus	10000
<b>Total Fixed Pay (TFP)</b>	<b>239,000</b>
<b>Short Term Incentive*</b> (subject to the terms of Northern's Partner Incentive Plan) - 0 – 10%	
<b>Retirals [Employers Contribution]</b>	
Employer's contribution to PF	11,472
Gratuity	4,598
<b>Sub Total</b>	<b>16,070</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>255,070</b>
<b>Monthly Gross</b>	<b>19,917</b>

Additional Benefits (subject to Northern policies):

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme.
- Health Insurance is provided to the employee and his/her dependants
- 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.
- In the event of your joining the company on or before 30<sup>th</sup> September, your Total Fixed Pay will be reviewed in the Annual Review Cycle in the first quarter of the following year. The revision, if any will be pro-rated depending on your date of joining.
- Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to the company provided Insurance (for eligible employees only).
- \*Short Term Incentive is only an indication of the incentive eligibility and is based on various factors such as, company, business unit and individual performance and will be prorated depending on the date of joining. This amount is paid out annually and applies to the full Plan Year from January to December. It is normally paid along with the February payroll of the following year, provided you have not submitted a notice of resignation prior to January of the payment year. The Short Term Incentive shall not accrue in proportion to service or form part of your salary for the purpose of retirement benefits or any termination benefits.

  
**Pearly Nanaiah**  
**2nd Vice President**  
**Northern Operating Services Private Limited**

Confidential  
NTAC:3NS-20



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, 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 B.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.

C. 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. "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



**NORTHERN  
TRUST**

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 that has become available to the public generally (other than as a result of any breach by me of any obligation owed by me to the Company).

D. 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 any contract of employment that I may have 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 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.
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 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.



**NORTHERN  
TRUST**

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.

Signed: **Pavan K B**

Date:

Place: **Bangalore**

**Concentrix Daksh Services India Private Limited**  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455



College/Institute Name: \_\_\_\_\_

MESIONA

Date: 02-02-2018

**Subject: Expression of Interest - Campus**

Dear Pooja D

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Pooja D  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC102972  
Phone : 91-124-4635100 Fax : 91-124-4263311

Phone : 91-124-4635100 Fax : 91-124-4263311  
Website : [www.concentrix.com](http://www.concentrix.com)

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Northern Operating Services Pvt. Ltd.  
 2nd Floor, RM2 Complex, Campus 11,  
 Sarjapur Outer Ring Road  
 Bellandur Village, Marthalli Hobli  
 Bangalore - 560 103  
 India  
 +91 (80) 4017 8500  
 CIN: U72100KA2005PTC 048089

Date: 21/7/17



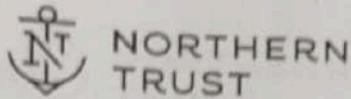
Letter of Intent

Dear Pranod R

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", 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	2018
Salary	Your Annual Fixed Pay will be INR 255,070 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
Retrials	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: - Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme - Private Health Insurance for self, spouse, children and either of parents or parents in law; - Accident insurance and - Life assurance
Conditional Offer	Your appointment as "Analyst" with Northern is conditional upon: 1. You submitting your convocation/graduation certificate and/or all semester mark sheets within six months from the date of joining NOS; failing to do so may amount to NOS taking corrective action which could lead to you being terminated from NOS 2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records; 3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 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; 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. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of Intent.
Working Hours & Leave	Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOSPL 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.
Probation & Notice Periods	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 NOSPL will be considered to have been successfully 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 Days prior to termination of the appointment

Northern Operating Services Pvt. Ltd.  
 20th Floor, RMZ Tower, 1st Main Road,  
 Sarjapur Road, Bengaluru  
 Karnataka - 560 034  
 Bangalore - 560 034  
 India  
 +91 (080) 4017 8320  
 CIN: U72200KA2005PTL278100



21-09-2017

Dear E. PREETHY

**Letter of Intent**

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", 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	
Salary	Your Annual Fixed Pay will be INR 255,070 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
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Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: - Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme - Private Health Insurance for self, spouse, children and either of parents or parents in law; - Accident Insurance and - Life assurance
Conditional Offer	Your appointment as "Analyst" with Northern is conditional upon: 1. You submitting your convocation/graduation certificate and/or all semester mark sheets within six months from the date of joining NOS; failing to do so may amount to NOS taking corrective action which could lead to you being terminated from NOS 2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records; 3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 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; 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. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of intent.
Working Hours & Leave	Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'NOSPL 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.
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**CONCENTRIX™**

**Concentrix Daksh Services India Private Limited**  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES INSTITUTE  
OF MANAGEMENT

Date: 02/02/18

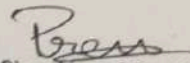
**Subject: Expression of Interest - Campus**

Dear Prem - T

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0



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Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES  
Institute of Management

Date: 02/02/2018

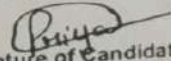
Subject: Expression of Interest - Campus

Dear Priyanka R,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter, (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC102972  
Phone : 91-124-4635100 Fax : 91-124-4263311  
Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)

Phone : 91-124-4635100 Fax : 91-124-4263311  
Website : [www.concentrix.com](http://www.concentrix.com)

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 College/Institute Name: MES
INSTITUTE OF MANAGEMENT

 Date: 2/2/18

**Subject: Expression of Interest - Campus**

 Dear RACHANA. H

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
 Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

Private &amp; Confidential

Date : 05/09/2018Rakshitha Bal B#105 2ND MAIN ROADJC NAGAR WATERTANK BASAVESHWARA NAGAR, Karnataka -560079**APPOINTMENT LETTER**Dear Rakshitha Bal B,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/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 attached Annexure.

**1. Appointment**

1.1 You shall be appointed to the position of Representative, Operations in Career Level 12. This would be your Social Job Title and your Global Internal Job Title, would be Advisor : Email, CRM. Any change in your Social Job Title / Global Internal Job Title will be at the discretion of the Company, depending upon the work assigned to you. Global internal job title 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 Global internal job title 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 13/09/2018 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) on 12/09/2018 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 Anilkumar.Sn@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 **HR Representative** or any other person nominated by him/her.



Signature of Candidate

CNX/REC/ART/AGHR/AFTE/3.0

**Concentrix Daksh Services India Private Limited**





Form 16 summary	
Gross Salary	133,506.79
Balance	133,507.00
Std Deduction	50,000.00
Empmnt tax (Prof Tax)	800.00
Aggrg Deduction	50,800.00
Incml under Hd Salary	82,707.00
Gross Tot Income	82,707.00
Agg of Chapter VI	6,947.00
Total Income	75,760.00

Days: LWP	PAY	MEDICAL EXEM	0.00
5.00	9.00		

PF CONTRIBUTION DETAILS (APRIL TO TILL DATE)

Employee PF Cont.	Employer PF Cont.	Employer Pension Cont.	VPF Amount	Total
6,947.00	1,644.00	5,303.00	0.00	13,894.00



imagination at work

## BANGALORE SOFTWARE SERVICES (P) LTD.,

409, 12th Main Road, R M V Extn., Bangalore - 560 080, INDIA  
Phone: 080-4006 8136 / 4006 8100 / 200  
E-mail: contactus@bangaloresoftware.com

CIN: U7220KA1999PTC024616  
ST No: OID/AACCB 1834 D ST 001

02<sup>nd</sup> May 2019

S Pruthvi  
#201, 2nd Floor, Anjanadri Enclave,  
9th Cross, Parimala Nagar, Nandini Layout,  
Bangalore, Karnataka - 560086

### **Subject: Appointment for post of Analyst**

Dear Ms. Pruthvi,

We are pleased to offer you, the position of Analyst with Bangalore Software Services Pvt Ltd on the following terms and conditions:

#### **1. Commencement of employment**

Your employment will be effective, as of 02<sup>nd</sup> May 2019

#### **2. Job title**


Your job title will be Analyst, and you will be an employee of BSS deployed at ANZ.

#### **3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

#### **4. Place of posting**

You will be posted at ANZ Support Services India Pvt Ltd., Eucalyptus, Manyata Embassy Biz Park, Special Economic Zone, Outer ring road, Nagavara & Rachenahalli Villages, K.R. Puram, Hobli, Bangalore East- 560045. You may however be required to work at any place of business which the Company has or may later acquire.

  
ENTRIX™

Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES INSTITUTE OF  
MANAGEMENT

Date: 2/2/18

Subject: Expression of Interest - Campus

Dear Sahana S. Pan

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining; (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Sahana S. Pan  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**

Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC102972  
Phone : 91-124-4635100 Fax : 91-124-4263311  
Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website: [www.concentrix.com](http://www.concentrix.com)



**August 03<sup>rd</sup>, 2018**

**Mr. Shashank B S**

**#338/1 3rd Block, 12th Main Road,  
Rajajinagar, Bangalore  
Karnataka - 560010**

**Dear Shashank,**

Further to our meetings and discussions, we are extremely pleased to offer you the position of a **"Recruiter - Level 1"** with **Allegis Services (India) Pvt. Ltd ("Allegis India")**. Your employment will commence on or before **August 06<sup>th</sup>, 2018** or such other date as may be mutually agreed. Your principle place of appointment and base location, at all points of time during your employment with Allegis India, shall be Commerce @ Mantri, Level 3, No. 12/1 & 12/2, NS Palya, Bannerghatta Road, Bangalore – 560076.

You will be paid an annual compensation of **Rs.2,92,788/- (INR Two Lakh(s) Ninety Two Thousand Seven Hunderd Eighty Eight Only)**. The break-up of the compensation structure will be as per the attached salary sheet.

Your offer of employment will be subject to the terms and conditions (the **"Terms and Conditions"**) of employment and to satisfactory completion of reference and background checks. This offer letter and the Terms and Conditions together constitute the employment contract between Allegis India and you.

Notwithstanding your principle place of appointment and base location being the Allegis Office, you may be deputed or seconded from time to time, to client locations or premises of Allegis India affiliates across the country where you will be required to work on specific assignments. During the entirety of the Deputation you will always continue to be governed by the Terms and Conditions and the Company's Employee Handbook, in addition to any other condition that the client may propose in conjunction with the Company. You will report back to the base office on completion of your deputation or sooner, if the management of the Company decides so at its own sole discretion.

We extend a very warm welcome into the Allegis family, and look forward to a long and mutually rewarding association.

Wishing you all the best,

For **Allegis Services (India) Pvt. Ltd.**,

Sd/-

**Panini Balaji**  
**Head - Human Resources**

**Acknowledged and accepted:**

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Salary Annexure

Name : Shashank B S

Designation : Recruiter - Level 1

	Monthly	Annual
<b>Gross Fixed Pay</b>		
Basic	13,500	162,000
HRA	5,400	64,800
Statutory Bonus	2,700	32,400
Flexi Plan Benefit / Other Allowance	530	6,360
<b>Gross Fixed Pay (A)</b>	<b>22,130</b>	<b>265,560</b>
<b>Employer's Contribution (B)</b>		
Provident Fund (Employer's Contribution)	1,620	19,440
<b>Total Employer's Contribution</b>	<b>1,620</b>	<b>19,440</b>
<b>Retiral Benefits (C)</b>		
Gratuity**	649	7,788
<b>CTC (A+B+C)</b>	<b>24,399</b>	<b>292,788</b>
<b>Additional Benefits</b>		
Mediclaime Insurance for Self plus 5 dependents		12,246
Personal Accident Insurance		500
<b>Total Additional Benefits (D)</b>		<b>12,746</b>
<b>Grand Total CTC (A+B+C+D)</b>		<b>305,534</b>

**NOTES**

(\*\*) Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972.

Date: 03rd August, 2018

**TERMS AND CONDITIONS OF EMPLOYMENT**

The terms and conditions of your employment with **Allegis Services (India) Pvt. Ltd.** (“the **COMPANY**”) as at the date given below including those terms and conditions required to be given to you in writing in accordance with applicable laws in India. These terms and conditions are in addition to the letter of appointment and any applicable internal policy of the Company and are the basis of your engagement with the Company.

**1.0 Assignment of Duties:**

1.1 You are employed in the position of a “**Recruiter - Level 1**” in accordance with the terms of the job description to be given to you on the Commencement Date (defined in **Clause 2.1** below). 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 the business of the COMPANY and any Group COMPANY, at such locations, as may from time to time be assigned or vested in you by the COMPANY and shall at all times and in all respects well and faithfully serve the COMPANY and conform with the reasonable directions of and regulations made by the COMPANY.

**2.0 Date of Commencement of Employment:**

2.1 Your employment will commence on or before “**August 06<sup>th</sup>, 2018**” or such other date as may be mutually agreed.

**3.0 Probation and Confirmation:**

3.1 You will be on probation for a period of 2 months from the date of commencement of your employment with the COMPANY. There will be a performance review at the end of the probation period, based on which your employment with COMPANY will be confirmed or the probation period will be extended. You shall be treated as confirmed only if you are intimated in writing to that effect from the company.

**4.0 Remuneration:**

4.1 **Salary:** Your gross annual salary will be as mentioned in the appointment letter and the compensation details are as provided on **Annexure-I** for the first year of your Employment. Your salary, subject to such deductions as are required by law and/or agreed between you and the COMPANY, is payable as per the structure shown in the annexure to this agreement.

4.2 **Mediclaime Insurance:** Employee, spouse and children less than 21 years of age and parents will be entitled to participate in the Hospitalization insurance scheme subject to the rules of such scheme as laid out in the current existing policy. Details of the benefits provided by this scheme are available on request. The company reserves the right to change or modify the scheme. Hospitalization insurance scheme subject to the

rules of such scheme as laid out in the current existing policy. Details of the benefits

4.3 You will be entitled to participate in the COMPANY’s personal accident scheme subject to the rules of such scheme at the COMPANY’s expenses. The company reserves the right to Change or modify the scheme.

4.4 **Discretionary performance bonus** (if applicable), would be based on your individual performance, your group performance and the company’s performance. Bonuses are due and payable annually following the finalization of the Company’s annual results. No entitlement to a bonus exists, and no bonus will be paid in the event of separation from the company for whatsoever reason and manner prior to the end of a bonus payable date. Bonuses are payable at the sole discretion of the company, and the company reserves the right to take into account all relevant factors in determining final approved payments.

4.5 **Incentives** (If applicable): All incentives will be paid according to the performance and company incentive policy. No Incentive will be paid in the event of separation from the company for whatsoever reason and manner after last working day. The company reserves the right to take into account all relevant factors in determining final approved payments.

4.6 **Night Shift Allowance:** Applicable for the employees working at night shift (between 8pm and 6am) payable for number days’ work in night shift.

**4.7 Provident Fund Scheme:**

4.7.1 You will be entitled to the COMPANY’s Provident Fund Scheme (As per the EPF Act, 1952) subject to its rules and on the under noted basis:

4.7.2 The COMPANY will contribute an amount equal to twelve percent of your basic salary towards the Provident Fund matched by a similar contribution from you.

4.7.3 Your normal retirement age for the purposes of your employment and the Provident Fund Scheme is 60 years. Subject to **clause 9**, your employment shall accordingly terminate automatically on the last working day of the month in which your 60th Birthday falls and the COMPANY’s final contribution to the plan will also be made in the same month.

**5.0 Location of work:**

5.1 Your base location shall be the **Registered Office of the Company at Commerce @ Mantri, Level 3, No. 12/1 & 12/2, NS Palya, Bannerghatta Road, Bangalore - 560076**, but the COMPANY reserves the right to require you to work at any other Company premises or the premises of any other client or Group Company, from time to time as it may consider necessary. You shall also be required, with due authorization, to make business visits, overseas and in-land, as would be warranted in order to effectively carry out your

- responsibilities. Please refer to your offer documents for details on location.
- 5.2 You will be issued a deputation letter every time you are required to work at any location other than the Company Location for any specific assignment. Your base office and principal place of employment however shall, at all times, continue to remain the Company Location.
- 5.3 You will report back to the base office on completion of your deputation or sooner, if the management of the Company decides so at its own sole discretion. You will continue to be governed by the Company's Employee Handbook and the terms of employment with the Company during the entirety of your deputation, in addition to any other condition that the client may propose in conjunction with the Company'.
- 6.0 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 and local practice.
- 6.2 **Leave:** Leave entitlements will be as per COMPANY rules as would form part of the Employee Handbook or be separately notified.
- 6.3 You will continue to be governed by the terms of holiday and leave as contained in the Employee Handbook even during the periods while you are deputed to a Client's premises, unless expressly told otherwise by the Company.
- 7.0 Conflicts of Interest and Confidentiality:**
- 7.1 Information pertaining to the COMPANY's operations shall be kept confidential and safeguarded by you. On joining the COMPANY, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. Any Intellectual Property or Patents developed by you during your service will be the property of the COMPANY and the Group Companies. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the COMPANY, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the COMPANY and shall render yourself liable to damages and costs arising out of breach of such confidentiality.
- 7.2 During the tenure of your employment with the COMPANY, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or avocation, or honorary work anywhere. (whether or not such employment is paid), directly or indirectly without prior permission of the COMPANY. Contravention of this condition will entail termination of your services with the COMPANY without any notice.
- 7.3 You must not at any time during (except so far as is required for the proper performance of your duties) nor at any time after the termination of your employment with the COMPANY communicate or divulge to any person ("person" shall include a firm or COMPANY or any other undertaking) or make use of or permit any other person to make use of for your own or any other person's benefit any Confidential Information.
- 7.4 You shall hand over all proprietary material, whether given to you during the course of employment, by the Company or any Group Company or a Client immediately on the termination of your employment or at such time when called upon to do so. Proprietary material includes both tangible material such as laptops, desktops, phones, electronic equipment, documents, etc and intangible material such as software, data in desktops, phones, and electronic equipment given to you for the purpose of carrying out your obligations during the course of employment.
- 7.5 You hereby agree that the restrictions contained in this Clause 7 are necessary for the protection of the Company, its Group Companies and its Clients and that there will irreparable damage caused to the Company, its Group Companies or its Clients if these terms are breached.
- 8.0 Deductions from Salary:**
- 8.1 You agree that the 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 of any default on your part or otherwise at the time such deduction is made.
- 9.0 Termination of Employment:**
- 9.1 This agreement of employment may be terminated by One Months' written notice on either side in case of confirmed employees. The Notice Period during the first 2 months of the probationary period stands at 1 week.
- 9.1.1 Notice Period has to be served in full and no leaves can be adjusted against the notice period.
- 9.1.2 Either party will have an option of Notice Period buyout by paying the 'GROSS SALARY' for the buyout period computed based on the monthly gross salary. In case of employee opting for Notice period buyout, it is COMPANY's sole discretion to accept or reject such notice period buyout option with or without assigning reason.
- 9.1.3 The company holds the right to with-hold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.
- 9.1.4 Exceptions to this policy require written authorization from the respective BU head.
- 9.2 However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this Agreement, your

- employment will automatically come to an end without notice when you attain the normal retiring age, as set out in **Clause 4.4.3** above.
- 9.3 Your employment may be terminated by the COMPANY without notice under any of the following clauses:
- 9.3.1 If you become of unsound mind.
- 9.3.2 If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.
- 9.3.3 If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this Agreement or any other internal policy of the COMPANY.
- 9.3.4 If you persistently fail or neglect to carry out your duties under this Agreement or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the COMPANY relating to your conduct and/or performance.
- 9.3.5 If you commit any act of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the COMPANY or any Group COMPANY or the Client into disrepute or otherwise to affect prejudicially the interests of the COMPANY or any Group COMPANY.
- 9.3.6 If you are declared bankrupt, compound with your creditors or enter into a voluntary agreement with your creditors or otherwise become unable to meet your debts and liabilities as and when they fall due.
- 9.3.7 If you are convicted of any criminal offence.
- 9.3.8 If you commit an offence relating to insider dealing or are in breach of the rules of any authority or regulatory organization, which apply to you.
- 9.4 The termination of your employment will not invalidate or affect any claim, which the COMPANY may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the COMPANY has breached any other terms of your employment.
- 9.5 On communication of the termination / resignation of your employment with the COMPANY, you will immediately give up to the COMPANY before you are relieved all documents of the COMPANY including, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks, materials, equipment and other property of the COMPANY or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof.
- 9.6 On termination of your employment you shall resign without compensation for loss of office from such offices held by you in the COMPANY and any of the Group Companies and from any other offices you may hold as nominee or representative of the COMPANY or any Group COMPANY.
- 10.0 Restrictions following termination:**
- 10.1 **Protection of Interest:** If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the COMPANY, such development will be fully communicated to the COMPANY and will be and remain sole right / property of the COMPANY.
- 10.2 You acknowledge that during the course of your employment under this Agreement you will be privy to Confidential Information and you will make, maintain and develop personal knowledge of, influence over and valuable personal contacts with clients, staff and third parties. Accordingly, you covenant with the Company that save with the previous express written consent of the Company you will not in the period of twelve calendar months following the date on which your employment terminates under this Agreement ("the Termination Date"), directly or indirectly whether as principal, agent, majority shareholder or investor, director, consultant, employee or otherwise on your own behalf or on behalf of any other person, concern, undertaking, firm or body corporate
- 10.2.1 Deal with, seek employment or engagement with, be employed or engaged by or engage in business with or be in any way interested in or connected with, whether as principal, agent, majority shareholder or investor, director, consultant, employee or otherwise, any Competitor
- 10.2.2 Solicit business from any client for the purpose of providing to that client services which are the same as or similar to those you have been involved in providing to that client at any time in the six months preceding the Termination Date.
- 10.2.3 Deal with, seek employment or engagement with, be employed or engaged by or engage in business with any client or work on any account or business of any client of the Company or any Group Company for the purpose of providing to that client services which are the same as or similar to any services which you have been involved in providing to that client at any time in the 6 months preceding the Termination Date.
- 10.2.4 Solicit or endeavour to entice away from the Company or any Group Company any appointee, officer, consultant or senior or managerial employee of the Company or any Group Company (whether or not such person would commit any breach of his contract of employment or engagement by reason of leaving the service of such company) or knowingly employ, assist in or procure the employment by any other person, concern, undertaking, firm or body corporate of any such person

- 10.2.5 Communicate to any person, concern, undertaking, firm or body corporate anything, which is intended to or which will or may damage the reputation or good standing of the Company or any Group Company.
- 10.3 In the event the COMPANY is of the reasonable opinion that you are terminating your employment with the COMPANY to pursue an occupation in violation of this Clause, then the COMPANY reserves the rights to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the COMPANY.
- 10.4 You will not communicate to any person, concern, undertaking, firm or body corporate anything, which is intended to or which will or may damage the reputation or good standing of the COMPANY or any Group COMPANY.
- 10.5 You will not at any time following the Termination Date, save with the previous express written consent of the COMPANY, represent yourself as being in any way connected with our interested in the business of the COMPANY or any Group COMPANY.
- 10.6 If the COMPANY transfers all or any part of its business to a third party (“the transferee”) the restrictions contained in this **clause 11** shall apply to you with effect from you becoming an employee of the transferee as if references to the COMPANY include the transferee and references to any Group COMPANY were construed accordingly and as if references to clients were to clients of the COMPANY and/or the transferee and their respective Group Companies.
- 10.7 You hereby agree that at the request and cost of the COMPANY, you will enter into a direct agreement or undertaking with any Group COMPANY whereby you will accept restrictions and provisions corresponding to the restrictions and provisions contained in this **Clause 10** (or such of them as may be appropriate in the circumstances) in relation to such services and such area and for such period as such COMPANY or companies may reasonably require for the protection of its or their legitimate interests.

The restrictions set out in this **Clause 10** are without prejudice to your other express, implied duties whether fiduciary, or otherwise owed to the COMPANY or any Group COMPANY.

The COMPANY reserves its rights to add, in future, any further clauses to protect its business interests after giving you a reasonable notice.

**11.0 Representations and warranties**

- 11.1 You represent that you have no commitments to former employers or other entities which would restrict you joining the COMPANY and/or fulfilling any duties and obligations set out herein. You also represent and warrant that you have not taken or otherwise misappropriated and do not have in your possession or control any

confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers. You shall indemnify and hold harmless the COMPANY from any and all claims arising from any breach of the representations and warranties in this Agreement.

- 11.2 You have furnished to the COMPANY certain documents of qualification and have made various other representations based on which the COMPANY has employed you. You represent that all documents furnished to the COMPANY and all facts disclosed are true and accurate. You further represent that in addition to the disclosures already made, you have disclosed all material and relevant information which may either affect your employment with the COMPANY currently or in the future or may be in conflict with the terms of your employment with the COMPANY, either directly or indirectly. You acknowledge and agree that in the event any of the information provided by you is found to be inaccurate, misleading or false in any manner whatsoever, you shall be subject to appropriate disciplinary action, including but not limited to immediate termination from the services of the COMPANY.
- 11.3 During the term of this Agreement, you shall not directly or indirectly engage yourself in any other business, occupation or employment, whether or not such activity is pursued for profit, gain or other advantage without the COMPANY’S prior express approval and you shall not render any other commercial or professional services or participate in any other commercial activity.
- 11.4 You acknowledge and agree that notwithstanding the disclosure of any Confidential Information by the COMPANY to you, the COMPANY shall retain title and all intellectual property and any and all other proprietary rights in the Confidential Information and any developments, modifications or improvements made to the Confidential Information by you. Nothing in this Agreement shall be construed as granting or conferring any rights by license or otherwise, expressly, impliedly or otherwise in favour of you over any of the Confidential Information you may have access to.

**12. Definitions:**

- 12.1 In this Agreement the following words and expressions shall have the following meanings:
  - 12.1.1 “COMPANY” shall mean the COMPANY or Directors of the COMPANY and, where the context so admits, the person to whom you directly report.
  - 12.1.2 “Competitor” shall mean any person, firm or body corporate which competes with any business of the COMPANY of a kind carried on by the COMPANY or any other Group COMPANY at the Termination Date in which you have been involved on behalf of the COMPANY at any time in the 12 months immediately preceding the Termination Date.

12.1.3 **“Confidential Information”** shall mean all information not in the public domain concerning the business and/or finances of the COMPANY or any Group COMPANY or any other customers, clients or suppliers of the COMPANY or any Group COMPANY, which you shall have received or obtained at any time by reason of or in connection with your service with the COMPANY or any Group COMPANY including, without limitation: trade secrets: customer/client lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, Interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports and market share and pricing statistics; and computer software and passwords;

12.1.4 **“Group COMPANY”** shall mean any COMPANY, which is from time to time a holding COMPANY (as defined by The Companies Act, 1956) of the COMPANY, a subsidiary (as so defined) of the COMPANY or a subsidiary (as so defined) of a holding COMPANY (as so defined) of the COMPANY;

12.1.5 **“Group”** shall mean the COMPANY and the Group Companies and any of their Branches or affiliates.

**13.0 Changes:**

13.1 Please note that you are governed by all Rules and Regulations of the COMPANY, which are in force at any given time and the COMPANY reserves the right to modify any of the terms and conditions of service from time to time, which shall be binding on you.

**14.0 General:**

14.1 This Agreement is in replacement for all previous contracts of service or other arrangements relating to your employment by the COMPANY or any Group COMPANY.

14.2 In the event of one or more of the provisions of these Terms and Conditions being invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

**15.0 Laws of Agreement:**

15.1 This Agreement shall be governed by and construed in accordance with Laws of India subject to the exclusive jurisdiction of the courts of Bangalore.

**16.0 Arbitration:**

16.1 Any dispute between the parties hereto shall be referred to arbitration to be held in accordance with the terms of the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of one (1) arbitrator jointly appointed by the Company and You. The seat of arbitration shall be Bangalore, India.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

**Panini Balaji**  
**Head - Human Resources**

**Declaration**

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the .....day of.....:2018.

**Date:** .....

**Signature:** .....  
**Shashank B S**



CONCENTRIX™

Concentrix Daksh Services India Private Limited  
Manyata Embassy Business Park  
Block D1, D4 & C4, 1st Floor, Outer Ring Road  
Rachenahalli Nagawara, Bangalore - 560045, India  
Tel : +91-80-40204400  
Fax : +91-80-40204455

College/Institute Name: MES

Institute of Management

Date: 2-2-2018

Subject: Expression of Interest - Campus

Dear Shyamji Purshit,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

Shyamji Purshit  
Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

**Concentrix Daksh Services India Private Limited**  
Registered Office : R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001  
Corporate Identity Number : U72200DL1999PTC102972  
Phone : 91-124-4635100 Fax : 91-124-4263311  
Email: [info.india@concentrix.com](mailto:info.india@concentrix.com) Website : [www.concentrix.com](http://www.concentrix.com)





College/Institute Name: MES  
INSTITUTE OF MANAGEMENT

Date: 02/02/2018

**Subject: Expression of Interest - Campus**

Dear Suma S

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < \_\_\_\_\_ > provided you successfully complete your graduation and fulfil other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.

  
 Signature of Candidate

CNXIRECIARTIAGHRJEOIV.0