

To AJAY.A.S

Letter of Interest



Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Acknowledgement of receipt:

Raghavendra K  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name: AMLAN JOYTHI  
Issuer's Emp. No.: 848225

Name: AJAY.A.S  
Date: 07-mch-19  
Location BANGALORE

INFOSYS BPM LIMITED  
(Formerly Known as Infosys  
CIN: U72200KA2002PLC030310)

Plot Nos. 26/3, 26/4 and 26/5  
Hosur Road, Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411

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

MESIOM

Date: 12/02/19

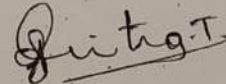
Subject: Expression of Interest - Campus

Dear AKSHITHA . T,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > 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 location/s.
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**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India

91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,

Airport Express Line, New Delhi - 110 001, India

91 11 4701 6288

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

Date: 18/02/2019

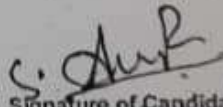
Subject: Expression of Interest - Campus

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 Signature of Candidate

CNX/REC/ART/AGHRE014.0

**Concentrix Daksh Services India Private Limited**  
 DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
 91 12 1463 5100 • 91 12 4426 3311 (fax)  
**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
 Airport Express Line, New Delhi - 110 001, India  
 91 11 4701 6288

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**05-Sep-2019**

**C3617571**

**Arpitha M N**

**# 2 3rd F Main 13th Cross Cholurpalya Magadi Road, Bangalore, 560023 560023 560023**

Dear **Arpitha**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**. This letter will officially confirm your annual total earning potential and terms of your employment.

**Role- Transaction Processing New Associate**

**Career Level- 13**

**Sublevel - 3**

**Talent Segment-Business Process Delivery**

**Business Deal-Non Contact Center**

Your annual total cash compensation will be **INR 224555** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 194000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY20 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **15.75%** of the prorated fixed pay in the FY20, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

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

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**Arpitha**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **jeena.athparia** at **8971324325** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Ramesh K  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]  
Date:

Candidate's signature \_\_\_\_\_

## **ANNEXURE 1**

Your compensation is as mentioned below:

| <b>Total Cash Compensation</b>       |                   |                   |
|--------------------------------------|-------------------|-------------------|
|                                      | Annual(INR)       |                   |
| (A) Annual Fixed Compensation*       | <b>INR 194000</b> |                   |
| (B) Variable Bonus earning potential | Min.              | Max.              |
|                                      | <b>0%</b>         | <b>15.75%</b>     |
|                                      |                   |                   |
| Annual Total earning potential (A+B) | Min.              | Max.              |
|                                      | <b>INR 194000</b> | <b>INR 224555</b> |

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

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

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

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

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

**In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:**

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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

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

**ANNEXURE 3**

**DECLARATION**

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

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

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

[Insert full legal name]

Date:



## **ANNEXURE 4**

### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESCI and other.



# Appointment Letter

02.03.2020

**Aravind Kumar P**

**#67, 3rd Cross  
Ashokpuram  
Yeshwanthpur 560022**

**Bangalore  
Karnataka**

**Dear Arvind Kumar,**

We are delighted that you are interested in joining AXA Business Services (Pvt) Ltd Company. This letter conveys the detailed terms and conditions of our offer to you.

If you are agreeable to our terms and conditions, please signify your assent by signing the duplicate of this letter and returning the same to us.

**Date of Joining: 02<sup>nd</sup> March 2020.**

## **1. Current Position and Reporting.**

Your Designation is "**Associate Operations**" You will report to your Supervisor

## **2. Location**

You will be based in **AXA MFAR Bangalore**. However, based on business exigencies you may be relocated by the Company anywhere in India or abroad or your services transferred from one location to another, one department to another, one shift to another in India or abroad to any of subsidiary / associate / partner or parent Company.

## **3. Probation**

You will be on probation initially for a period of six months from the date of joining. At the end of this probation period, you will be confirmed in the employment of the Company on the basis of a satisfactory performance report from your supervisor. If the performance during this period is not satisfactory, the Company will have a right to either terminate your services at the end of six months without any notice or extend the probation period for an additional period as deemed fit by the Company. Till such time that you do not receive a letter of confirmation. As per our Company Policy in case your work entitles you to travel on-site you are required to sign a bond for one year.

### **3.1 Notice period**

During and after the probation, you will be required to give either

- Three months' notice or
- Three month's salary thereof, in case you decide to leave our service. The choice of either option shall always be subjected to Company's discretion. Similarly, the Company can terminate your services by giving three months' notice or salary thereof at the sole discretion of the Company.

**AXA Business Services Pvt. Ltd.**  
CIN: U67200KA1995PTC018761

#### **Bangalore**

- Regd. Office: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 6<sup>th</sup> Floor, MFAR Manyata Tech Park, Phase IV, Rachenahalli Village, Nagavara, Bengaluru - 560045, India. Tel: (080) 41830000
- 2<sup>nd</sup> Floor, Novel Tech Park, 46/4 Garvebhavi Palya, Bengaluru - 560068, India. Tel: (080) 41830090

**AXA - BS Internal**

#### **Pune**

- Marvel Edge, Block C & D, Survey No 207 / 1A + 33A, Lohegaon, Viman Nagar, Pune - 411014, India. Tel: (020) 66076000 / 9000
- SP Infocity, Incubator No 1, Survey No 209, Pune - Saswad Road, Phursungi, Pune - 412308, India.
- Suzlon - Aqua Lounge, 2<sup>nd</sup> Floor Left & Right Wing, One Earth Sade Satra Nalli, Hadapsar, Pune - 411028, India. Tel: (020) 6702 8000

College/Institute Name: MES INSTITUTE  
OF MANAGEMENT

Date: 13/02/2019

Subject: Expression of Interest - Campus

Dear ASHWINI . K

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of REPRESENTATIVE 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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*Ashwinik*  
Signature of Candidate

CNX/REC/ART/AGHR/EO/14

To  
Boliyada Sanath Nachaiak.  
Greetings from Infosys BPM!

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We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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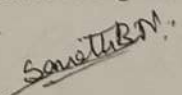
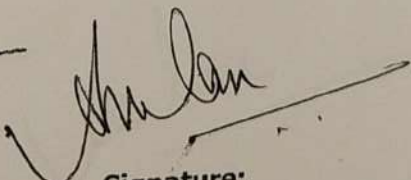
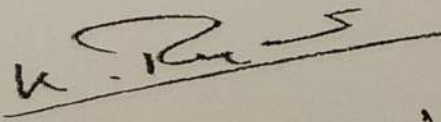
For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Acknowledgement of receipt:



**Raghavendra K**  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name:  
Issuer's Emp. No.:

Name: Boliyada Sanath Nachaiak  
Date: 7. March 2019.  
Location Bangalore.

**INFOSYS BPM LIMITED**  
(Formerly Known as Infosys BPO Limited)  
CIN: U72200KA2002PLC030310  
Plot Nos. 26/3, 26/4 and 26/6  
Hosur Road, Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411

Nov 07, 2019

HR/BP/1119/490605

Mr. Bharath V  
#13 5th Cross 8th Main,  
JC Nagar Kurabarahalli,  
Bangalore-560086

**Letter of Appointment**

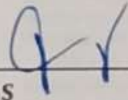
Dear Bharath,

- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "Trainee Process Consultant" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **Nov 08, 2019**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment
  - 4.10 Any other documents as may be required by the Company.

**5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,



Vijay B S  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

Signature: \_\_\_\_\_

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

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

Encl: Annexure - I & II



**NORTHERN TRUST**  
 Name: APOORVA C.S.

Salary Break up Annexure

Date: 22/11/2018

| Salary Component                         | Amount (INR)   |
|--|----------------|
| Basic                                    | 95,600         |
| House Rent Allowance                     | 38,240         |
| Statutory Bonus                          | 10,000         |
| Flexible Cash Component                  | 95,160         |
| <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>  |

Yours sincerely,  
 (For) Northern Operating Services Private Limited

Pearly Nanaiah *[Signature]*  
 Second 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: *[Signature]* (22/11/2018)

Name & Address: Apoorva C.S.

1013 # 58 'APOORVA', 2<sup>nd</sup> Cross, Nagappa block, B'lore - 21

Contact Number: 8105720308 / 93528189

Start Date: .....



Congratulations!! Offer Email from  
Northern Trust Operating Services ★

- 73883 Inbox

L Lamiya Husaini Dola 9/7/2019  
to me ▾



NTAC:3NS-20

Dear Chetan,

Thank you for applying with Northern Trust Operating Services and for your cooperation during the selection process. Congratulations!!! We are delighted to offer you employment with Northern Operating Services Private Limited for the position Analyst with Annual Fixed Pay of ₹ 265,198.00 . Please find attached the **Offer Letter** for your kind reference. Kindly revert for any further clarifications.

Your expected starting date is Monday, July 22, 2019. We would like to have your acceptance to employment agreement over an email with below content by Tuesday, July 16, 2019 with the attachment. Looking forward to your association with Northern Trust.

**Acceptance Reply should have below statements in the email:**

I have received a copy of my particulars of employment. This email acknowledgment indicates my agreement and acceptance to the employment with Northern on the terms of this attached letter of employment agreement.

I hereby acknowledge that I have read, understood, accept, and agree to abide by the particularly my terms and conditions of employment with Northern as set and in this Employment Agreement, the Non-Solicitation and Confidentiality Agreement and

CONCENTRIX™

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

Date: 13/02/2019

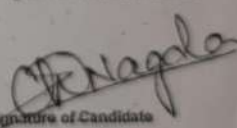
Subject: Expression of Interest - Campus

Dear CHETAN S NAGDA

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of ~~REPRESENTATIVE~~ 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.

- Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
- 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.
- 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 [care@placements@concentrix.com](mailto:care@placements@concentrix.com) at least a week prior to your coming to our office.

  
Signature of Candidate

CNX/REC/ART/AGHR/EO/1.0

College/Institute Name: NES IOM

Date: 13/02/2014

Subject: Expression of Interest - Campus

Dear DAKSHAYINI.P.M.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < representative > 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.

Dakshayini.P.M.  
Signature of Candidate

CNX/REC/ART/AGHREO/4.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

CIN: U72200DL1999PTC102972

[info@concentrix.com](mailto:info@concentrix.com) • [www.concentrix.com](http://www.concentrix.com)



**Letter of Interest**



To G. HARSHITHA

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

**For Infosys BPM Ltd.**

**Issued By:**

**Acknowledgement of receipt:**

**Raghavendra K**  
Senior Vice President &  
Global Head- HRD

**Signature:**  
**Issuer's Name:** Amlan, Jyotai  
**Issuer's Emp. No.:** 848225

**Name:** G. Harshitha  
**Date:** 02/Mar/2019  
**Location:** Bangalore.

**INFOSYS BPM LIMITED**  
(Formerly Known as Infosys BPM)  
CIN: U72200KA2002PLC030310

Plot Nos. 26/3, 26/4 and 26/6  
Hosur Road, Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411



**NOBLE ENGLISH HIGH SCHOOL  
KOTTIGEPALYA, BENGALURU-91**

TO  
THE MANAGER,  
CBI BANK,  
NAGARABHAVI,  
BENGALURU.



NOBLE ENGLISH HIGH SCHOOL  
Kottigepalya, Magadi Main Road,  
Bangalore-560091

Respected Sir,

**SUB: MAINTAINING OF ZERO BALANCE SALARY A/C**

This is to inform that Mrs. GAYATHRI S. has been appointed as an assistant teacher in our Institution. Her job has been confirmed in our Esteemed Institution. Her residential address is # 106, BILLIKALLU, BYADRAHALLI, BANGALORE -560091. Kindly do the needful,

Thanking you

Date: 11-12-2019

Place: BENGALURU

*Gayathri S.*  
**HEAD MISTRESS  
NOBLE HIGH SCHOOL  
Kottigepalya, Magadi Main Road,  
Bangalore-560091**

Sep 11, 2019

Ms. Gowthami V  
V/55, 19th Cross, KP Agrahara,  
Magadi Road,  
Bangalore-560023

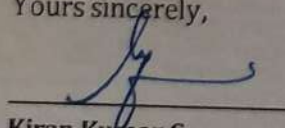
**Letter of Appointment**

Dear Gowthami,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"** The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **Sep 11, 2019**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

  
Kiran Kumar G  
Assistant General Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

Signature: Gowthami.V  
Name: Gowthami.V  
Date: 11-9-2019

Encl: Annexure - I & II

College/Institute Name: M.E.SINSTITUTE OF MANAGEMENTDate: 13/02/2019Subject: Expression of Interest - CampusDear HARSHITHA P. HEGDE

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE> 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.
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Harshitha P  
Signature of Candidate

CNX/REC/ART/AGHR/EO/4.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

College/Institute Name: MESIOMDate: 13/2/2019**Subject: Expression of Interest - Campus**Dear Hithyshi M,

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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Hithyshi M

Signature of Candidate

CNX/REC/ART/AGHR/EO/14.0

**Concentrix Daksh Services India Private Limited**DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288[info@concentrix.com](mailto:info@concentrix.com) • [www.concentrix.com](http://www.concentrix.com)



Offer: Business Process Services  
Ref : TCS /2020-21/BPS-BPO1/1741233  
Date: 02-Jul-2020

Mr. Indra Dhanush Indra Dhanush  
Bangalore

**Sub: Letter of Offer and Terms of Employment**

Dear Indra Dhanush Indra Dhanush,

We are pleased to inform you that upon your successful completion of the traineeship, in terms of clause 1 under the heading "Terms of Traineeship" in our "Offer of Traineeship", you are absorbed in the regular employment of the company at the position of Process Associate in Grade BPO1 with effective from 01-Jul-2020 at TCSL, Bangalore on the following terms and conditions.

**Your gross salary including all benefits will be Rs. 2,29,437/- per annum. Annexure I provides a break-up of the compensation package.**

Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

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



## COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below.

### FIXED COMPENSATION

#### **Basic Salary**

Your Basic Salary will be **Rs. 9,050/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The company will be deducting tax at source as per income tax guidelines.

#### **House Rent Allowance**

Your HRA will be **Rs. 3,168/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

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### **Food Card**

Food card, an electronic pre-paid card, can be set up to a maximum of **Rs. 3,000** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

### **Night Shift Allowance**

TCS has agreed to provide it's clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client requirement will be eligible for Night Shift allowance. In order to avail this allowance the associate must work between 11.30 p.m. and 06.30 a.m. IST excluding break. The night shift allowance will be paid post tax along with monthly salary. Shift allowance is based on existing policy of the company and it reserves the right to change/ discontinue the allowance structure from time to time at its discretion.

### **PERFORMANCE PAY**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 1,800/-** per month.

This shall be treated as productivity bonus in lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 250/-** per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

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





## **OTHER BENEFITS**

### **Health Insurance Scheme**

You are covered by the Group Health Insurance Scheme. This is in addition to the benefits that you are entitled to receive from the Employees' State Insurance Corporation ( ESIC ). Under the HIS scheme, you and your dependents will be entitled for **Rs. 5,00,000/-** as family floater coverage towards hospitalization expenses.

### **Group Life Insurance**

You are covered under Group Life Insurance(GLI), the premium for which is borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.

## **RETIRALS**

### **1. Provident Fund:**

The company will contribute 12% of your basic salary every month as contribution to the Provident Fund.

### **2. Employee State Insurance:**

You will be covered under Employee State Insurance Act and scheme framed thereunder as may be applicable to you from time to time.

### **3. Gratuity:**

You will be eligible for gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

As per statutory requirement you will have to submit nomination Forms for Provident Fund and Gratuity Fund. You need to update Nomination at Ultimatix --> Employee Services --> Employee Self Services ---> Global ESS --> Benefits and Taxes --> Nomination Forms.

## **TERMS OF EMPLOYMENT:**

### **1. Working Hours:**

You may be required to work in shifts and / or in extended working hours, as permitted by law.

### **2. Leave :**

You will be eligible for leave as per the Company's Leave Policy.

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### **3. Mobility :**

The company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

### **4. Increments and Promotions:**

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.

### **5. Alternate Employment:**

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

### **6. Confidentiality Agreement:**

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

### **7. International Deputation Agreement:**

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

### **8. TATA Code of Conduct:**

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

## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

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



#### **9. Retirement:**

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

#### **10. Notice Period:**

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

This contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and / or conduct during the period of probation is found to be unsatisfactory / incompatible.

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

#### **11. Arbitration:**

If any dispute or controversy arises between you and the company with respect to this contract of employment, the parties to this contract shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. In the event of the Employee's breach of the commitment specified in all the clauses of this contract and all other disputes, claims etc arising out of this contract, shall be referred to the Arbitrator nominated by Tata Consultancy Services, under the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time.

The venue of the arbitration shall be Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in proceedings regarding the enforceability of this contract to arbitrate.

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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Tel 91 22 6778 9999 Fax 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

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



**12. Letter of Appointment:**

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

**13. Terms and Conditions:**

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

**14. Employment in India:**

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

**15. Rules and Regulations of the Company:**

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

**16. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion

We look forward to having you in our global team.  
Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Girish Nandimath'.

**Girish Nandimath**  
**Head Talent Acquisition – India**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website: www.tcs.com

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



## ANNEXURE I

The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

| Component Category                       | Annual          |
|--|-----------------|
| <b>BASIC SALARY</b>                      | 1,08,600        |
| <b>BOUQUET OF BENEFITS</b>               | 67,460          |
| <b>CITY ALLOWANCE<sup>#</sup></b>        | 3,000           |
| <b>RETIRALS</b>                          |                 |
| Provident Fund                           | 13,032          |
| Gratuity                                 | 5,224           |
| <b>PERFORMANCE PAY<sup>**</sup></b>      |                 |
| Monthly Performance Pay                  | 21,600          |
| <b>TOTAL SALARY</b>                      | <b>2,18,916</b> |
| <b>INSURANCE</b>                         |                 |
| Health Insurance <sup>@</sup>            | 4,000           |
| Employees' State Insurance <sup>@@</sup> | 6,521           |
| <b>CTC</b>                               | <b>2,29,437</b> |
| Life Insurance <sup>\$</sup>             | 1,352           |

<sup>#</sup> Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

<sup>\*\*</sup>In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

<sup>@</sup> Premium for Health Insurance Scheme for self and dependants borne by TCS.

<sup>@@</sup> Contribution towards Employees' State Insurance borne by TCS.

<sup>\$</sup>Premium for Group Life Insurance (GLI) borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.

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**Table 2: TCS Defined Structure for Bouquet of Benefits**

| <b>Component Category</b>  | <b>Annual</b> |
|----------------------------|---------------|
| House Rent Allowance       | 38,010        |
| Leave Travel Allowance     | 9,050         |
| Food Card                  | 20,400        |
| <b>BOUQUET OF BENEFITS</b> | <b>67,460</b> |

To design your Bouquet of Benefits access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website: www.tcs.com

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

30 August 2019

**Private & Confidential**

Javeen Khatri  
 No. 6/18B,10 Cross Sixth Block Rajajinagar, Bangalore  
 Karnataka 560010 India  
 +919901569442

**EMPLOYMENT CONTRACT**

Dear Javeen,

We are pleased to offer you employment with **SAP Concur Technologies (India) Pvt. Ltd** on the following terms and conditions:

- 1.1. You shall be appointed to the position of **CES Associate Consultant**. Your Career Level will be **T1** and the assigned Grade Level is **1**.
- 1.2. Your employment with us will start on **23 September 2019**.
- 1.3. You shall be based in **Bangalore** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.4. Your employment with the Company is subject to your providing documentary proof of your last drawn salary, educational qualifications and work testimonials if any, and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

**2. Background Check**

- 2.1. This offer of employment made in this Agreement is only valid and binding on the parties if SAP is, within its sole discretion, satisfied with the results of certain background and reference checks (“Checks”) conducted by SAP in relation to you. In conducting these Checks, SAP may contact those individuals and companies whose details you have provided to us, as well as other third parties, to gather relevant information about you. SAP shall only use the information discovered as a result of the Checks in order to assess your suitability for employment by SAP. This may involve the transfer of your data to or from other countries. At all times, SAP will treat your personal data in accordance with the terms of its data protection policy. A copy of this policy will be made available to you should you request it. The results of the Checks will be confidential between SAP and the entity providing the information. The information gathered through these Checks will not be made available to you. In the event that the information resulting from these Checks is, in SAP’s sole discretion, unsatisfactory, SAP may withdraw this offer of employment. By signing this employment contract, you are indicating your consent to SAP conducting the Checks, obtaining the information envisaged by this paragraph and obtaining and processing the data as indicated in this Agreement.

**3. Total Rewards**

- 3.1. Your annual Total target cash on joining SAP Concur Technologies India Pvt. Ltd. is **INR 210,000.00**. Below is the break-up of your Total Target Cash and other benefits that are available to you.

|  | <b>Cash Components</b>                                    | <b>INR Per Annum</b> |
|--|---|----------------------|
|  | Basic Salary  | 70,000.00            |
|  | House Rent Allowance                                      | 28,000.00            |
|  | Special Allowance   | 90,240.00            |
|  | Retirement Benefits:                                      |                      |
|  | Provident Fund  | 8,400.00             |
|  | Gratuity  | 3,360.00             |
|  | <b>Total Fixed Pay</b>                                    | <b>200,000.00</b>    |
|  | Variable Pay (% of Total Target Cash)                     | 10,000.00            |
|  | <b>Total Target Cash (Total Fixed Pay + Variable Pay)</b> | <b>210,000.00</b>    |

*\*The employee benefits are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee.*

*\*\*Relocation benefit is based on eligibility and reimbursed on actuals up to the defined limit. Relocation is applicable only at the time of joining SAP.*

*#OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.*

*##Higher Education Policy can be availed as per eligibility defined in the policy, once in three years of employment.*

*\*\*\*You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, medical loan, etc. as per the prevailing company policy.*

**Variable pay:**

3.2 You will be eligible for a variable pay plan applicable to your role, as per the policy for a full year's service or pro-rated as the case may be, in case you have joined the Company on or before 30th November of the fiscal year. The variable pay plan applicable to your role is paid in the first quarter of the following year. The payment of variable pay is subject to the condition that you are in employment of the Company as on 31st December of the eligible variable pay plan year.

3.3 The timing and quantum of variable pay - will be at Company's discretion and will be based on the overall profitability of the Company as well as your individual contribution. Details of the performance variable pay plan for your position will be provided on commencement.

Salary reviews are based on work performance and granted on merit as per the company policy in force.

Please refer to the enclosed "Annexure" for details of compensation, benefits and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

**For Concur Technologies India Pvt. Ltd.**

**Ashish Dua**  
**Head of Human Resource, India**

I accept the terms & conditions of service outlined above

.....  
**Javeen Khatri**

**Date:**

**Place:**



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**25-Nov-2019**

**C3608889**

**Priyanka Kumar**

**#73, 2nd main road, Ramachandrapuram,, Bangalore 560021**

Dear **Priyanka**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**. This letter will officially confirm your annual total earning potential and terms of your employment.

**Role- Transaction Processing New Associate**

**Career Level- 13**

**Sublevel - 3**

**Talent Segment-Business Process Delivery**

**Business Deal-Non Contact Center**

Your annual total cash compensation will be **INR 224555** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 194000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the **FY20** (September **2019** to August **2020**) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **15.75%** of the prorated fixed pay in the **FY20**, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

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

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**Priyanka**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **raman.d.kaur** at **7760135877** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Ramesh K  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]  
Date:

Candidate's signature \_\_\_\_\_

## **ANNEXURE 1**

Your compensation is as mentioned below:

| <b>Total Cash Compensation</b>       |                   |                   |
|--------------------------------------|-------------------|-------------------|
|                                      | Annual(INR)       |                   |
| (A) Annual Fixed Compensation*       | <b>INR 194000</b> |                   |
| (B) Variable Bonus earning potential | Min.              | Max.              |
|                                      | <b>0%</b>         | <b>15.75%</b>     |
|                                      |                   |                   |
| Annual Total earning potential (A+B) | Min.              | Max.              |
|                                      | <b>INR 194000</b> | <b>INR 224555</b> |

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

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

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

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

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

**In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:**

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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

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

**ANNEXURE 3**

**DECLARATION**

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

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

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

[Insert full legal name]

Date:

## **ANNEXURE 4**

### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESCI and other.



October 15, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Karthik k Krishnegowda

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Practitioner – Finance and Administration Delivery, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





October 15, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91–80–49139999  
<http://www-07.ibm.com/in/careers/>

Dear Karthik k Krishnegowda

We are pleased to offer you the position of Practitioner – Finance and Administration Delivery, in band 3 on a temporary contractual basis, for a fixed period of 18 months starting from the actual date of joining at IBM India Pvt Ltd(IBM or Company). Your anticipated joining date is January 2, 2020. The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

#### Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore–560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:





- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- It is clearly understood and agreed that your appointment is purely temporary, for the duration stated in the offer letter. On the expiry of this period, the contract between you and IBM will cease automatically. IBM is not required to give you any notice or notice pay, retrenchment or other compensation.
- You will have no right or lien on the job or position to which you are temporarily appointed or any other job or position in IBM. This assignment does not imply any commitment by IBM to regular employment.
- Your initial posting will be at BANGALORE. However, your services are transferable and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if



you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- The company operates 24 hours, 7 days in a week. You will be expected to attend office as assigned by your superiors. You will be entitled to 22 days of privilege leave and 12 days of sick leave over a one year term of contract or pro-rata thereof if your contract is for less than one year. Leave which has not been applied for and availed during the term/period of the contract will lapse and cannot be carried forward under any circumstances.
- You or IBM may terminate your appointment and service at any time by giving 30 days written notice or one month's remuneration in lieu thereof. However, IBM reserves the right to accept a resignation on any date prior to the expiry of the notice period. Once the Company has accepted your resignation, you shall not be entitled to withdraw the same.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.



- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your service without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



IBM CONFIDENTIAL

ANNEXURE A

|  |  |                           |           |
|--|--|---------------------------|-----------|
| DATE                                       | October 15, 2019                                   |                           |           |
| NAME                                       | Karthik k Krishnegowda                             | BAND                      | 3         |
| DESIGNATION                                | Practitioner – Finance and Administration Delivery | LOCATION                  | BANGALORE |
| <u>Compensation Components (Per Month)</u> |  | <u>IBM Offer (in INR)</u> |           |
| 1. Basic Salary                            |  | 15000                     |           |
| 2. Flexible Benefit Plan (FBP)             |  | 2500                      |           |
| <b>Monthly Reference Salary</b>            |  | <b>17500</b>              |           |

|  |              |
|--|--------------|
| 3. Retirals                                |              |
| a) Provident Fund (PF)                     | 1800         |
| <b>Monthly Reference Salary + Retirals</b> | <b>19300</b> |

PF@ 12% of BASIC will be deducted  
Above compensation amount is Per Month basis

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life Insurance Coverage
- Group Personal Accident Plan

OTHER COMMITMENTS/ CONDITIONS



IBM India is required to make contributions to the Provident Fund ("statutory benefits"), India's social security scheme. In addition, IBM is required to deduct an 'employee's contribution' and remit this into the Fund. A part of the Employer contributions are made into a "Pension Scheme". Withdrawal from the Fund or the Pension Scheme is subject to Government of India rules, and may depend on your country of citizenship and your age. In certain cases, you may not be able to get back the contributions towards pension as part of the PF. In addition, India has signed Social Security Agreements with certain countries, and special provisions apply with regard to Provident Fund and Pension contributions and withdrawals for nationals of such countries. You may also be required to maintain an active bank account in India until the time you are eligible to receive these funds (currently 58 years, but this may vary depending on your country of citizenship), so that these funds may be remitted to you. This will be subject to applicable rules, including rules of the Reserve Bank of India. IBM India will make reasonable efforts to assist you in withdrawal of your contributions (including contributions made on your behalf). However, withdrawal is subject to Government of India rules. Please contact your IBM recruiter for additional information on the PF rules. Your acceptance of this offer will be construed as an acknowledgement of your understanding and acceptance of these terms.



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

-----

PRINTED NAME

-----

DATE OF JOINING

-----

DATE

-----

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

-----

PRINTED NAME

-----

DATE

-----



**IBM CONFIDENTIAL**

Explanation of Compensation Components

| <b>Component</b>                 | <b>Summary Explanation*</b>   |
|----------------------------------|---|
| 1. Basic Salary                  | The fundamental salary component to which many other compensation components are linked.  |
| 2. Flexible Benefit Plan (FBP)   | The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.                            |
| (a) Leave Travel Allowance (LTA) | LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.  |
| (b) House Rent Allowance         | Maximum 50% of Basic Salary per annum. To be used for house rent.   |
| (c) "Flat" Allowance             | Remaining FBP funds and is a taxable amount.  |
| 3. Retirals                      | These elements of compensation are not paid out until later when certain conditions are met.  |
| (a) Provident Fund (PF)          | 12% of Basic Salary is contributed to the Provident Fund.   |
| (b) ESIC                         | Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same. |
| Monthly Reference Salary         | Monthly Basic Salary + Monthly FBP  |

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



## IBM CONFIDENTIAL

### Other Benefits- Additional Information\*

#### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

#### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

#### Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining.

You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

#### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

#### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

#### National Pension System (NPS)

NPS is a voluntary defined contribution based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM





intranet.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

*\* IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate any benefit or other plan, program, practice or policy of IBM at any time. IBM does not have any obligation to, and nothing contained in these documents shall be construed as creating an express or implied obligation or promise on the part of IBM to, maintain, continue to offer, or make available such plans, programs, practices or policies.*



**IBM CONFIDENTIAL**

**ANNEXURE B – NON-DISCLOSURE AGREEMENT**

**Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

| Description of Excluded Development | Date Created | Named Party/Termination Date |
|-------------------------------------|--------------|------------------------------|
|                                     |              |                              |
|                                     |              |                              |
|                                     |              |                              |

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

|                      |                      |                     |      |
|----------------------|----------------------|---------------------|------|
|                      |                      |                     |      |
| Employee's Full Name | Employee's Signature | Employee Serial No. | Date |

College/Institute Name: MES Institute  
Of ManagementDate: 13.02.2019Subject: Expression of Interest - CampusDear Kavitha.N.T

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < representative > 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.

Kavitha.N.T  
Signature of Candidate

CNX/REC/ART/AGHIRE/014.0

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

Date: 13/02/2019

Subject: Expression of Interest - Campus

Dear Kavya shree R

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < representative > 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 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.

Kavya shree R  
Signature of Candidate

CNX/REC/ART/AGHR/E014

Concentrix Daksh Services India Private Limited  
Gurgaon SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002  
12 1463 5100 • 91 12 4426 3311 (fax)  
Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110 001, India  
11 4701 6288

# Need Base India

ನೀಡ್ ಬೇಸ್ ಇಂಡಿಯಾ



(A Foundation for Child Care & Development)

No. 4, 1st Cross, 8th Main, 5BM Colony, Brindavan Nagar, Mathikere, Bengaluru - 560 054.  
Ph : 080-23575986 E-mail : contact@needbaseindia.org Web : www.needbaseindia.org Mobile : 9900806840 / 9900979155

Date: 1.12.2019  
Bangalore

To,  
Ms. Koushalya  
Trainer  
#202 2nd main road,  
gutte ganapathi Temple,  
kamalanagar,  
Bangalore - 560079



## Letter of Appointment

We are happy to inform you that you have been appointed as Trainer for Child Road Safety Program (CRSP) program in **Need Base India**. This appointment is effective from 1<sup>st</sup> Dec 2019 till 30<sup>th</sup> March 2020. You will receive a **Monthly Salary of Rs. 18000/- (in words Eighteen Thousand only)**.

## Roles and Responsibilities

1. Identifying Schools for Child road safety project
2. Negotiate with & getting permission from schools for the project
3. Preliminary assessment and Baseline study
4. Conduct sessions in schools as per Modules given by UWM
5. Assess the Knowledge of Children on Road safety before & completion of the project
6. Stakeholder consultation
7. Conducting evening classes in assigned residential homes.
8. Supporting in works of Residential homes.

Sincerely,

Mr. Rahim  
Secretary





HGS Talent Acquisition 8/26/2019

Hi Kritheka K, Congratulations and Welcome to the HGS Team! To view/download your Offer



HGS Talent Acquisiti... 8/26/2019

to me ▾



Show pictures

Hide quoted text



Hi Kritheka K,

Congratulations and Welcome to the HGS Team!

To view/download your Offer Letter, please log in to HGS career website <http://careers.teamhgs.com/#/login> using the below credentials.

Username: [krithekak@gmail.com](mailto:krithekak@gmail.com)

Password: hgs123

Once you have gone through the Offer Letter, please accept/decline the offer from the candidate portal.

You have been scheduled for a meeting with the HR Manager on [onboarding date, onboarding time] to complete your offer process.

Your contact person is Sadashiv Lingappa and 8787878788

Office Address - [(WorkLocation)], Bangalore

We are all here to support you! During your first few weeks, you will be meeting with trainers, co-workers, and members of your leadership team. Please let them know what you need to be successful in your new role!

Again, welcome to the team! If you have any questions prior to your start date, please call me at any time, or send me an email, if that is more convenient. Welcome aboard!

Kind regards,

Sadashiv Lingappa

Recruitment Team - Bangalore

Hinduja Global Solutions

College/Institute Name: MES  
INSTITUTE OF MANAGEMENT

Date: 13/02/2019

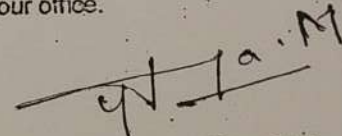
Subject: Expression of Interest - Campus

Dear LAVANYA M,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <representative> 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 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.

  
Signature of Candidate

CNX/REC/ART/AGHR/EO/4.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

CIN: U72200DL1999PTC102972

[info@concentrix.com](mailto:info@concentrix.com) • [www.concentrix.com](http://www.concentrix.com)



NORTHERN TRUST

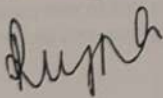
Salary Break up Annexure

Name: MADHUMITHA.P

Date: 22/11/18

| Salary Component                  | Amount (INR) |
|-----------------------------------|--------------|
| Basic                             | 95,600       |
| House Rent Allowance              | 38,240       |
| Statutory Bonus                   | 10,000       |
| Flexible Cash Component           | 95,160       |
| Annual Fixed Pay (TFP)            | 239,000      |
| Short Term Incentives             | 0-10%        |
| Retirals [Employers Contribution] |              |
| Employer's contribution to PF     | 11,472       |
| Gratuity                          | 4,598        |
| Sub Total                         | 16,070       |
| Annual Fixed Pay (TFP + Retirals) | 255,070      |
| Monthly Gross                     | 19,917       |

Yours sincerely,  
(For) Northern Operating Services Private Limited

Pearly Nanaiah   
Head and 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: Madhumitha.P 22.11.18

Name & Address: Madhumitha.P  
# 187/A, 5th CROSS, 1st N/ BLOCK  
RAJAJINAGAR BANGALORE - 10.

Contact Number: 9902546818 / 8296057696.

Start Date: .....



Oracle India Private Limited  
India Development Center

Oracle Technology Park  
3, Bannerghatta Road  
Bengaluru - 560 029,  
Karnataka, India

CIN:U74899DL1993PTC051764  
Phone +91 80 4107 0000  
Fax +91 80 4107 0333

**02-Dec-2019**

Dear Mahesh Hegde,

**Welcome Aboard!**

At the outset we congratulate you on your strategic career move.

We look forward to helping your holistic development and substantial contribution to Oracle India Private Limited and keep our banners flying high....now and always

Your employee number while working with Oracle will be **1157164**

Your HR Representative is -

**Name : Mr. Lynn Joy**  
**Email : lynn.joy@oracle.com**  
**Contact No. : 91 80 67862227**

Your Manager and Location details are below

**Manager Name: Chandrababu, Mrs Ramya Chandra Babu**  
**Email : ramya.chandrababu@oracle.com**  
**Work Location : IN-Bengaluru-PTP III Velocity**

We are sure that the informal, fun filled and result oriented environment with a definite recognition of potential will make - work challenging for you.

We wish you a prosperous and wonderful career in the days to come.

With Best Wishes

  
**The HR Team**  
**Oracle India**

College/Institute Name: MES  
Institute of Management

Date: 13/02/19

Subject: Expression of Interest - Campus

Dear MEGHA.N

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **< REPRESENTATIVE >** 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 location/s.
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.

*Megha.N*

Signature of Candidate

CNX/REC/ART/AGHR/EO/14.0

CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED

**Concentrix Daksh Services India Private Limited**  
 DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
 91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
 Airport Express Line, New Delhi - 110 001, India  
 91 11 4701 6288

[info@concentrix.com](mailto:info@concentrix.com) • [www.concentrix.com](http://www.concentrix.com)

CIN: U72200DL1999PTC102972

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

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



**Date: 09-March-2021**

## **Letter of Intent**

**Dear Nandini M,**

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   | Will be Confirmed by HR as appropriate date approaches.   |
| Salary            | Your Annual Fixed Pay will be <b>₹ 265,198</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure  |
| 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: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>  |
| Conditional Offer | Your appointment as " <b>Analyst</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol> |



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



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



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



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





Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
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Bangalore, 560 103,  
Karnataka, India.  
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Maharashtra, India.  
Main - +91(20) 48538200



### Salary Break up Annexure

**Name:** Nandini M

**Date:** 09-March-2021

| Salary Component   | Amount           |
|--|------------------|
| Basic  | ₹ 95,600         |
| House Rent Allowance   | ₹ 38,240         |
| Flexible Cash Component  | ₹ 95,160         |
| Statutory Bonus  | ₹ 10,000         |
| Total Fixed Pay (TFP)  | ₹ 239,000        |
| Short Term Incentive*<br>(subject to the terms of Northern' s Partners Incentive Plan) | 0 – 10%          |
| <b>Retirals</b>  |                  |
| Employer's contribution to PF  | ₹ 21,600         |
| Gratuity   | ₹ 4,598          |
| <b>Sub Total</b>   | ₹ 26,198         |
| <b>Annual Fixed Pay (TFP + Retirals)</b>   | <b>₹ 265,198</b> |
| <b>Monthly Gross</b>   | <b>₹ 19,917</b>  |

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

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

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

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

Name & Email Address : Nandini M , nandinimahesh2820@gmail.com

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



**Letter of Interest**

To NIKITHA . S

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

**For Infosys BPM Ltd.****Issued By:****Acknowledgement of receipt:**


**Raghavendra K**  
Senior Vice President &  
Global Head- HRD



**Signature:**  
**Issuer's Name:** AMLAN . JYOTHI  
**Issuer's Emp. No.:** 848225



**Name:** Nikitha . S  
**Date:** 07/Mar/19  
**Location:** Bangalore

**INFOSYS BPM LIMITED**  
(Formerly Known as Infosys BPO Limited)  
CIN: U72200KA2002PLC030310  
Plot Nos. 26/3, 26/4 and 26/6  
Hosur Road , Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**27 January, 2020**

**Ms Pavithra I  
#38/75, 2nd Cross, K.N Extension,  
Trivenirood, Yeswanthpur, Jain Medicals,  
Bangalore,  
Karnataka - 560022**

**Contact No: +91 8296742576  
Email: pavithra.perry1998@gmail.com**

Dear **Pavithra I**,

**Subject: Appointment in the position of  
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Tax Analyst** in **PAS Tax - GCAS** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Bangalore** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion you will report to the Firm on **17 February, 2020** at RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Please note that your work location may be different based on the service line you are joining.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037 . However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons

thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.





Building a better  
working world


- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signature Not Verified

Signed by : SHANTHARAM  
Date : 27/Jan/2020 14:55:28  
Location : Bangalore  
Reason : 

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

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

## Annexure A

Dear **Pavithra I,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

| SN | Documents to be submitted on the Date of Joining   | Tick<br>Y/N |
|----|--|-------------|
| 1  | 4 passport size photographs in formals with a white background   |             |
| 2  | Three printed copies of the following documents: <ul style="list-style-type: none"> <li>• Your Pan Card - Mandatory</li> <li>• Aadhaar Card - Mandatory</li> <li>• Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>  |             |
| 3  | Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p> |             |
| 4  | Professional qualification certificates*<br>*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets  |             |
| 5  | For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details  |             |
| 6  | Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.   |             |
| 7  | PF declaration form  |             |
| 8  | Bank details - Account number along with the IFSC code   |             |
| 9  | Last drawn payslip from your previous employer   |             |
| 10 | Your blood group   |             |
| 11 | Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.   |             |

**Annexure B**

|                    |                    |                     |                          |
|--------------------|--------------------|---------------------|--------------------------|
| <b>Name</b>        | <b>Pavithra I</b>  | <b>DOJ</b>          | <b>17 February, 2020</b> |
| <b>Designation</b> | <b>Tax Analyst</b> | <b>Service Line</b> | <b>PAS Tax - GCAS</b>    |
| <b>Rank</b>        | <b>44</b>          |                     |                          |

| <b>COMPONENTS</b>                               | <b>Per Month ( INR )</b> | <b>Annual ( INR )</b> |
|---|--------------------------|-----------------------|
| Basic Salary                                    | 11,111                   | 1,33,333              |
| House Rent Allowance (HRA)                      | 5,556                    | 66,666                |
| Other allowance including flexible components 1 | 5,491                    | 65,894                |
| Advanced Statutory Bonus                        | 2,220                    | 26,640                |
| Transport Assistance                            | 1,600                    | 19,200                |
| Employer's Provident Fund (PF) contribution     | 1,800                    | 21,600                |
| <b>Fixed compensation</b>                       | <b>27,778</b>            | <b>3,33,333</b>       |

| <b>Benefits (Estimated value)</b>   |  |               |
|---|--|---------------|
| Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life) |  | 16,741        |
| Gratuity 4  |  | 6,413         |
| <b>Total of Benefits</b>  |  | <b>23,154</b> |

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

| Benefit Type                             | Benefit Value | Features  |
|--|---------------|---|
| <b>Group Medical Insurance</b>           | INR 3,00,000  | Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents. |
| <b>Group Personal Accident Insurance</b> | INR 10,00,000 | For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.   |
| <b>Group Term Life insurance</b>         | INR 10,00,000 | For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.   |

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.

Candidate Name: IRISHA KNo: 13-02-17Subject: Expression of Interest - CampusTo: IRISHA K

We are pleased to receive through the Expression of Interest letter that you are being considered for the position of - Software Engineer - provided you successfully complete your graduation and fulfil other requirements. This letter is intended only as an invitation of the potential offer from Concentrix Global 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 to the Company and may contain additional provisions to those listed.

1. Your letter 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: (a) Original copy of this letter (b) the Original and 2 set of photographs of the documents mentioned in Mandatory Document Checklist.
3. The Expression of Interest shall remain valid for a period of 30 days from the date of your Final Declaration. Considering the candidates 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 the expression of interest without any notice. We encourage you to contact us at [concentrixcareers@concentrix.com](mailto:concentrixcareers@concentrix.com) if you have a query or need a visit to your working to our office.

IRISHA K  
Candidate Signature

CONCENTRIX GLOBAL

Concentrix Global Services India Private Limited  
DLF BIZ Building No. 18 Tower C, 13th Floor, DLF Cyber City Sector 28B, DLF Phase 2, Gurgaon - 122 006, India  
01 1 2400 2400 / 01 1 2400 2511 (Ext)

Registered Address: 3 Cafe, Suite No. - 08 & 07, Lower Ground Floor Level, Shivaj Stadium Metro Station,  
Airport Express Line, New Delhi - 110 061, India  
01 1 2700 0000



## Me-Hin Tech-Edge Solutions

Manoj Indl Estate  
40-A,G.D.Ambekar Road  
Wadala.Mumbai -400031  
Contact No: +91 22 62773417/ 19  
rs1@mehin.in  
www.mehin.in  
Mumbai - Bengaluru - New Delhi

Date: 2020-11-30

Emp Code: MTSYES06985

To,  
Mr. / Mrs. PRAVEEN B,  
BANGALORE

### Subject : Appointment Letter

Dear PRAVEEN B,

We welcome you to join **Team MTS**, and foster your passion for excellence. **Team MTS**, is dedicated to providing opportunities, career advancement and development. We are sure you will find your career with us a challenging, rewarding experience full of opportunities.

We are pleased to make an offer of employment and appoint you as '**Sales Executive**' with "**Me-Hin Tech-Edge Solutions**" on deputed YES Bank Retail Banking Product the following terms and conditions:

#### **TERMS & CONDITIONS:**

##### **1. Salary and benefits**

Your Salary and benefits are as detailed in the Annexure enclosed herewith.

##### **2. Place of Work**

Your initial employment location will be BANGALORE. However, your services are transferable and you may be assigned to any location in India, where the Company or any of its associate or sister concern or its subsidiary or clients, conduct business, at the sole discretion of the "Me-Hin Tech-Edge Solution" management. While ontransfer, you will be governed by the rules, regulations and conditions of service of that location.

##### **3. Probation and Notice Period**

You will be on probation for a period of six months from the date of your joining which may be extended by "Me-Hin Tech-Edge Solution" at its discretion. On satisfactory completion of the probationary period, you will be considered for confirmation, subject to your performance meeting the requisite standards. During the probation period, the "Me-Hin Tech-Edge Solution" may terminate this contract by giving 30 days' notice in writing or pay fifteen days of Basic in lieu of notice. If your services are found satisfactory during the probation period, you will be confirmed in the present position. You will be required to give 30days' notice or salary thereof in case you decide to leave the "Me-Hin Tech-Edge Solution", however this will be subject to the "MTS" final discretion. In the event of you having any incomplete assignment then Me-Hin Tech-Edge Solution will have the discretion to relieve you only at the end of thirty days' notice period. Similarly, Me-Hin Tech-Edge Solution can terminate your services by giving Thirty Days' notice

or basis salary pertaining to this period. However, Me-Hin Tech-Edge Solution reserves the right not to accept payment in lieu of notice and at its sole discretion, may enforce the notice period.

#### **4. Code of conduct**

You shall devote your whole time and attention to the business and interest of Me-Hin Tech-Edge Solution and shall not engage in any other business or occupation whatsoever, except with Me-Hin Tech-Edge Solution consent in writing. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind of otherwise, without the prior written permission of Me-Hin Tech-Edge Solution. Also you shall not commit / involve (whether directly or indirectly) in any act or omission (whether international or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of Me-Hin Tech-Edge Solution.

You shall not directly or indirectly work or do consultancy or engage in any such services of any other organisation, company or firm or any company which is subsidiary or parents of a company which is in direct competition in business with Me-Hin Tech-Edge Solution for a period of six months from the date of leaving the services of Me-Hin Tech-Edge Solution

You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.

You shall honour and comply with all rules and regulations of the Me-Hin Tech-Edge Solution and statutory requirements in letter and spirit.

You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Me-Hin Tech-Edge Solution products, services or to any matter with which the Me-Hin Tech-Edge Solution may be concerned, unless you have previously applied to and obtained the explicit written permission from the Me-Hin Tech-Edge Solution. Any breach thereof, shall be deemed to be violation of the Me-Hin Tech-Edge Solution policies and would be treated in accordance of clause 10.

#### **5. Confidentiality**

You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Me-Hin Tech-Edge Solution. This information includes and is not limited to technical processes, finances, dealings with information relating to suppliers, employees, agents, distributors, and customers

You shall not, during your employment and at all times thereafter, directly, or indirectly use or disclose confidential information except for the sole benefit of Me-Hin Tech-Edge Solution. This restriction shall cease to apply when 1) it may come into the public domain, otherwise than through unauthorized disclosure by you or 2) you shall be obliged to disclose such information by law.

You shall not take copies of confidential documents or information for your own purposes, and forthwith upon relieving on resignation / termination, you shall return to the company all documents, records, and accounts in any form (including electronics, mechanical, photographic, and optic recording) relating to the matters concerning the business or dealings or affairs of the Me-Hin Tech-Edge Solution.

You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to and with the Human Resources Department.

#### **6. Secrecy**

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Me-Hin Tech-Edge Solution and shall keep confidential, any information, instruments, documents, ect., relating to the Me Hin Tech-Edge Solution that may come to your professional knowledge as an employee of the Me-Hin Tech-Edge Solution.

#### **7. Work done for Hire**

All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the terms of your

employment with the Me-Hin Tech-Edge Solution, shall be considered works made for hire owned exclusively by the Me-Hin Tech-Edge Solution. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to the Me-Hin Tech-Edge Solution.

#### **8. Assets and Materials furnished by the Me-Hin Tech-Edge Solution**

The Me-Hin Tech-Edge Solution shall own all assets, materials / requirement if provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your employment or upon the Me-Hin Tech-Edge Solution request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all the Me-Hin Tech-Edge Solution property, which may be in your use, custody or charge.

#### **9. Non-Solicitation**

For a period of one year after termination of your employment, you shall retrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Me-Hin Tech-Edge Solution during the twelve months prior to your separation from the Me-Hin Tech-Edge Solution. During the term of your employment with the Me-Hin Tech-Edge Solution and for a period of 12 months thereon, you shall not solicit, entice our personnel, contractors to terminate their employment with us / join with any other organization / firm. For the purpose of this section, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Me-Hin Tech-Edge Solution, during the term of your employment with the Me-Hin Tech-Edge Solution

#### **Termination**

Me-Hin Tech-Edge Solution reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory. Any violation of the above mentioned or any other procedures and policies of the Me-Hin Tech-Edge Solution would attract action as per the Me-Hin Tech-Edge Solution disciplinary policy in force, including and up to termination. In the event of termination by the Me-Hin Tech-Edge Solution on account of breach of disciplinary policy, the Me-Hin Tech-Edge Solution will not be liable to pay amount in lieu of notice.

#### **10. Signing of agreement for Training or any other business purpose.**

You may be required to sign an agreement as per the Me-Hin Tech-Edge Solution policy, for training or any other business purpose.

#### **11. Reporting**

You will report to the person to whom you are assigned by the Me-Hin Tech-Edge Solution Management.

On acceptance of this letter, you will be eligible for 24 days leave in a calendar year subject to approval from the immediate reporting Me-Hin Manager.

#### **12. General**

Your appointment will be governed by the rules and regulations in vogue and those that may change from time to time. With respect to any subject matter(s) / issues(s), if any conflict arises between this Offer cum Appointment Letter and any subsequent agreement(s)/letters, then the respective provision(s) in such agreement(s) shall prevail over the Appointment Letter.

All payments to you, by the Me-Hin Tech-Edge Solution shall be subject to the deduction of applicable taxes /levies, as per the prevailing statutory provisions.

The above terms and conditions are based on the Me-Hin Tech-Edge Solution policies and other rules currently applicable in India and are subject to amendments, regulations of the Me-Hin Tech-Edge Solution as shall be in force. Only those authorized by a specific approval by the Me-Hin Tech-Edge Solution or letter of authority signed by the Proprietor or power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules of the Me-Hin Tech-Edge Solution framed from time to time



Bonus shall be paid as per company policy post completion of one year one month basic pay out subject on performance and after six month based on performance.

Gratuity shall be paid as per gratuity act.

We look forward to having you on board on or before 2020-11-30. Please sign and return the duplicate copy of this letter and annexure attached herein as a token of your acceptance of the terms and conditions mentioned herein.

### **13.Relevant clause**

You shall not directly / indirectly approach or interact with YES Bank's empaneled lawyers and values without the YES Bank's written consent.

This offer cum appointment letter is valid only if the above two conditions are met, else this letter shall stand void.

Kindly write us on [rs1@mehin.in](mailto:rs1@mehin.in) on HR related queries.

Kindly write to us on [fairwork@mehin.in](mailto:fairwork@mehin.in) on any offence or breach of law & Financial or non-financial maladministration or malpractice or impropriety or fraud or corruption / Embezzlement of funds / Other unethical conduct and Harassment

Your Sincerely

For Me-Hin Tech-Edge Solution

  
Central Admin 

Encl : Annexure – Salary working and other benefits, Mandatory documents to be produced at the time of joining.

### **At the timing of joining, please submit the following documents:**

- **Aadhar Card ( Mandatory ) With Full DOB**
- **2 Passport Size Photo**
- **Resume**
- **Income Tax PAN (Permanent Account Number) Card**
- **Address Proof**
- **Highest Education Proof**
- **Bank Cheque Copy ( Mandatory )**
- **Previous organization Pay Slip/Appointment Letter/Relieving letter**

This offer of employment is being made considering the facts and information submitted by you in your Resume about your academic credential, compensation and work experience. Any deviation on the above will entitle the company to take decisions deemed fit and as per the existing Me-Hin Tech-Edge Solution policy.

Please note the Me-Hin Tech-Edge Solution may conduct a reference check on you either directly or through an appointed agency about your academics, previous employment, family background, character and conduct.

I have gone through the contents of this letter and understand the contents. By affixing my signature, I confirm my acceptance of the terms of this letter.

Date: 2020-11-30

Signature : PRAVEEN B

**Annexure**

| <b>Salary Head</b>             | <b>Amounts (Rs.)</b> |
|--------------------------------|----------------------|
| Basic                          | 9715                 |
| HRA                            | 4785                 |
| Conv                           | 0                    |
| Medical All                    | 0                    |
| Other Allow                    | 0                    |
| <b>Total Gross Fees</b>        | <b>14500</b>         |
| Employee_PF                    | 1166                 |
| Employee_ESI                   | 109                  |
| Professional Tax               | 0                    |
| Other Deduction                | 0                    |
| <b>Total Deduction</b>         | <b>1275</b>          |
| <b>Net Salary</b>              | <b>13225</b>         |
| Employer_PF                    | 1263                 |
| Employer_ESI                   | 471                  |
| <b>Cost to Company Monthly</b> | <b>16234</b>         |

College/Institute Name: MESINSTITUTE OF MANAGEMENTDate: 13/02/2019**Subject: Expression of Interest - Campus**Dear PREETHI M

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of REPRESENTATIVE 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 location/s.
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/EO14.0

**Concentrix Daksh Services India Private Limited**  
DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)  
**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

info@concentrix.com • www.concentrix.com

College/Institute Name: MESDOM

Date: 13/08/2019

Subject: Expression of Interest - Campus

Dear PRIVANKA D.S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Representative 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.

Privanka D.S  
Signature of Candidate

CNX/REC/ART/AGHR/EO/4

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 001  
91 12 1463 5100 • 91 12 4426 3311 (fax)

Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station  
Airport Express Line, New Delhi - 110 001, India

91 11 4701 6288



08-Nov-2019

G Radhika  
Karnataka

**CONTRACT FOR SPECIAL SERVICES**

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank limited & G Radhika and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, G Radhika has agreed to accept and render services at the Bank's office or at such other location as Kotak Mahindra Bank Ltd may inform. In the course of performance of your contract you may be required to oversee the performance of other or others.

1. This contract shall commence from **01-Dec-2019** and shall be for a fixed period of **2 Years** commencing from this date. This Contract will terminate on **30-Nov-21** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.
4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.
5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.
6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect of false.

Page 1

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137

Kotak Inifinti, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2019/ 1316368

College/Institute Name: MES Institute  
of Management

Date: 13-2-2019


Subject: Expression of Interest - Campus

Dear Raghavendra Rao

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Representative 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 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.

  
Signature of Candidate

CNX/REC/ART/AGHR/EO/4.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India

91 11 4701 6288

CIN: U72200DL1999PTC102972

[info@concentrix.com](mailto:info@concentrix.com) • [www.concentrix.com](http://www.concentrix.com)



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 31, RACE COURSE ROAD, BENGALURU 560 001, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451- 57 Fax: +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsLtd.com Email: info@microlabs.in

ML-00/OL/2020/966

March 21<sup>st</sup>, 2020

Ms. Raksha N D  
#20, Brindavana nagar  
2<sup>nd</sup> cross, Andhrahalli main rd  
Karihobnahalli, Bangalore  
Karnataka -560073.

### Sub: Offer of Employment

Dear Ms. Raksha,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in Accounts department based at Corporate office, Bangalore. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

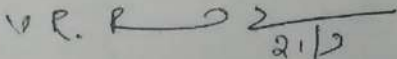
You are requested to join us latest by **March 23<sup>rd</sup> 2020** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practicing Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
21/2

Ramakrishnan V.R  
General Manager - Human Resources

Letter of Interest



To RAKSHITH B.K

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Raghavendra K  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name: AMLAN JYOTHI  
Issuer's Emp. No.: 848225

Acknowledgement of receipt:

Name: RAKSHITH B.K  
Date: 07-MAR-2019  
Location: BANGALORE

INFOSYS BPM LIMITED  
(Formerly Known as Infosys BPO Limited)  
CIN: U72200KA2002PLC030310  
Plot Nos. 26/3, 26/4 and 26/6  
Hosur Road, Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411



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

Date: 13/02/2019

Subject: Expression of Interest - Campus

Dear RISHAB. S. JAIN.

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of REPRESENTATIVE 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.

Rishab. S. Jain  
 Signature of Candidate

CNX/REC/ART/AGHR/EO/14.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
 91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
 Airport Express Line, New Delhi - 110 001, India

91 11 4701 6288

College/Institute Name: MES INSTITUTE  
OF MANAGEMENT

Date: 13/02/2019

Subject: Expression of Interest - Campus

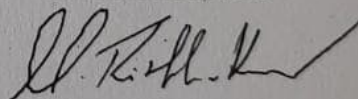
Dear RITHISH VIKRAM,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE> 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 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.

Signature of Candidate



CNX/REC/ART/AGHR/EO/4.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)

**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

Date: **14<sup>th</sup> February 2020**
**Sanjeev M A**

 Dear **Sanjeev M A**

This has reference to the discussions you had with us. This is to confirm our intent to offer you a position as per the details below.

**Designation: Process Associate**

| <b>Emoluments A</b>                       | <b>Per Annum</b> | <b>Per Month</b> |
|---|------------------|------------------|
| Basic                                     | 179689           | 14974            |
| Statutory Pay                             | 15094            | 1258             |
| Employer's Contribution to Provident Fund | 21563            | 1797             |
| <b>Fixed Emolument</b>                    | <b>216346</b>    | <b>18029</b>     |
| Performance Based Incentive*              | 8654             | 721              |
| <b>Total Emoluments (A)</b>               | <b>225000</b>    | <b>18750</b>     |
| <b>Benefits B</b>                         |                  |                  |
| Employer's contribution of ESI            | 6331             |                  |
| Gratuity**                                | 8639             |                  |
| <b>Total Benefits (B)</b>                 | <b>14970</b>     |                  |
| <b>Cost To Company (CTC): Total (A+B)</b> | <b>239970</b>    |                  |
| <b>Deductions</b>                         |                  |                  |
| Employer's Contribution to Provident Fund |                  | 1797             |
| Employee's Contribution to Provident Fund |                  | 1797             |
| Employee's Contribution to ESI            |                  | 122              |
| <b>Net pay</b>                            |                  | <b>14313</b>     |

\*Compensation would be as per company prevailing policies.

\*\*"CTC can be revised subject to statutory amendments applicable for the state"

\* **Date of joining:** (January/February/March 2020 Tentative)

(\* - Based on completion of exams and as per business requirement)

Your place of work will be at Bangalore and you will be expected to attend the office during the working hours as decided by the company.



**Date: 11-August-2020**

**Mr. Shankar E**  
138, 5<sup>th</sup> Main, 8<sup>th</sup> Cross, Ganesha Block,  
Nandini Layout, Bengaluru, 560096

**Letter of Offer**

**Dear Shankar,**

Congratulations!

Subsequent to your discussions with us, we are pleased to offer you the position of "Payroll Analyst" with Allegis Services (India) Pvt. Ltd on a fixed term employment basis starting from **26<sup>th</sup> August 2020** and ending on **25<sup>th</sup> August 2021**.

We take this opportunity to appreciate your decision to join Allegis Services India. As discussed, your joining date with us would be on or before **26<sup>th</sup> August 2020**.

This Letter of Offer and its terms will become effective only from the date of your joining.

Our emphasis is on "creating opportunity for people" and in this process we hope to serve you relentlessly as Career Advisors and Trusted Partners.

At the client place, you are the brand ambassador of Allegis Services India. The client experiences who we are and what we stand for through you and your commitment to make the client successful. We are confident that you will make us and the client proud.

Your employment with us will be governed by the terms and condition as detailed in **Annexure A**. Your compensation would be as outlined in **Annexure B**. Your benefits will be as per **Annexure D**.

Employment as per this Letter of Offer is subject to your confirmation and acknowledgement in writing and on successful clearance of all requisite background verifications conducted as per policies

It is a pre-condition to your joining that on or before the date of joining, you would be required to furnish a completed 'Employment Application Form' along with photocopies of all documents as listed in **Annexure C**.

*We are very happy to welcome you as an employee of Allegis Services India, and we wish you a long, productive and satisfying career with us.*

Yours Sincerely,  
For and behalf of Allegis Services India Private Limited

**India: Allegis Services (India) Pvt. Ltd:**  
Commerce @ Mantri, Level 3, No.12/1 &12/2, NS Palya Bannerghatta Road, Bangalore 560076  
Tel: +91-80-4610 8000 Fax: +91-80-2841 3299

**TERMS AND CONDITIONS OF EMPLOYMENT**

**Annexure A**

1. **Place of posting:** Your initial place of posting is at **VMware, Bangalore**. You will be governed by the rules and regulations of the Client which the Allegis Services India has agreed to abide by.

You might be sent on deputation or on permanent transfer, to any of the offices/subsidiaries/associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of Allegis Services India and its client.

2. **Working Hours:** Office timing will be as per policy of the client.
3. **Salary and Benefits:** The salary and benefits offered to you and paid by Allegis Services India are in return of the services which you are required to perform for and on behalf of Allegis Services India. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and delivery on time shall be considered as an act of indiscipline or incapability to deliver or both.

Your salary shall be payable as per the Salary Annexure B attached herewith. Allegis Services India shall not be responsible for any delays in payment of salary caused by the late submission of education/prior employment documents required for any verification which Allegis Services India may deem fit to verify the records submitted by you.

4. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Provident Funds Act, 1952. Statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.
5. **Medical Insurance:** Being an employee of Allegis Services India you will be entitled to participate in the Medical Insurance benefits subject to the rules of such benefits as laid out in Allegis Services India's policy. The company reserves the right to change or modify the benefits at its sole discretion.

During the course of your employment with Allegis Services India you will be entitled to participate in Allegis Services India's personal accident insurance subject to the rules of such scheme. The company reserves the right to change or modify the insurance benefits at its sole discretion.

6. **Termination:** This employment engagement shall automatically terminate on expiry of contract end date from Joining Date. Either party can end this employment engagement by serving a notice of **1 month** to the other party. If the Company concludes the employment and decides to relieve you before the completion of the notice period, the Gross Salary component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the Gross Salary component of the salary for the balance notice period. However, please note that accepting any such relieving request would be entirely at the discretion of the Company based on the business needs.

This contract of employment may be terminated by Allegis Services India without notice under any of the following clauses:

- a. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this Agreement or persistently fail or neglect to carry out your duties under this contract of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from Allegis Services India /Client relating to your conduct and/or performance.
- b. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your deputation) tending to bring yourself, Allegis Services India /Client or any Group company of Allegis Services India into disrepute or otherwise to affect prejudicially the interests of Allegis Services India or any group company.
- c. 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.
- d. If you are guilty of offensive or unprofessional behavior;
- e. If your performance is not found up to standards or you are prevented from properly performing your duties for any reason.

The termination will not invalidate or affect any claim, which Allegis Services India may have against you, nor will it invalidate or affect any terms or conditions of this agreement, which are expressed to have continuing effect after the termination of your agreement, even if Allegis Services India has breached any other terms of the agreement.

On separation from company employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with Allegis Services India, you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of Allegis Services India. If at any time during or after your employment with Allegis Services India, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation.

**8. Confidentiality of Information and Privileges:**

- a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the client) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

Your salary package is based on, besides your overall experience level, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the relevant

skills. Therefore, the salary package offered to you is unique and personal to you. Any comparison of the same with the salary packages of other employees, may be unrealistic and misleading.

- b. You are required to strictly maintain confidentiality and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate reporting manager/ Your company HR SPOC/ Head of the HR, at any time during the period of your employment. Any disclosures of your salary or enquiry of anyone else's salary will be considered as breach of ethical behavior and if found to be true, strict deterrent action would be taken.
- c. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

9. **Information Security:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of Allegis Services India and its employees, customers/partners/ business associates. You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of Allegis Services India or not privy to such information or documents.

All employees on joining are required to sign a confidentiality cum non-disclosure agreement. In addition, whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Overseas Employment Agreement (if applicable)

10. **Discovery/inventions:** If you conceive including but not limited to any new or advanced methods of improving process / formulae / systems, software, source codes in relation to the operations with us, in which you may have been associated, the same shall be the sole propriety of Allegis Services India and/or the Client and either shall be free to apply for any patents, copyrights in respect of the same. Allegis Services India and/or Client shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

11. **Assignment of work-related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of Allegis Services India. The nature of work can be related including but not limited to a project, process, service, function, practice, as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, which you have obtained during the course of your employment and/or assignment with Allegis Services India and you agree and accept to assign all such rights to Allegis Services India and/or its customers, as the case may be, and you shall have no claim on any such rights.

## 12. Non-Solicitation:

12.1 While employed with Allegis Services India and for a period of eighteen (18) months from the termination of employment with Allegis Services India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of Allegis Services India, without the prior written permission from Allegis Services India, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with Allegis Services India.

12.2 While employed with Allegis Services India and for a period of eighteen (18) months from the termination of employment with Allegis Services India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of Allegis Services India directly or indirectly and/or a client to whom you were introduced directly or indirectly by Allegis Services India OR solicit or seek employment with any customers of Allegis Services India or become employed by customers of Allegis Services India OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of Allegis Services India, without prior written permission from the management of Allegis Services India.

12.3 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of Allegis Services India and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of Allegis Services India.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have performed services at any time during your employment, or with whom you have had direct contact during the one-year period immediately prior to your termination.

You further agree that you shall abide by all the provisions of this Offer of employment and any other provisions executed by you in any document as and where applicable. You understand that if you violate the above undertaking, you shall be liable for suitable damages, which will be decided at the discretion of the Allegis Services India after taking into consideration the nature and extent of the violation. You acknowledge that Trade Secrets and Confidential Information, Intellectual Property Rights constitute one of Allegis Services India 's main strengths, and that Allegis Services India has legitimate interest in including a non-competitive clause in the Offer of employment. You also agree that if any of the provisions of this Offer of employment or any other document is violated or likely to be violated, then Allegis Services India shall also be entitled to move for injunction against you before a competent court.

13. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

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 Allegis Services India communicate or divulge to any person ("person" shall include a firm or Allegis Services India 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.

14. **Exams and Courses:** In case you intend to take up any full-time/part-time course while working with Allegis Services India, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from our HR and from the client manager, before doing so.



15. **Specialized Training / Learning Opportunities:** If you are provided any specialized training in Allegis Services India, including on-the-job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with Allegis Services India, so that both you and the organization benefits out of the investments.
16. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of Allegis Services India management or approved by the reporting manager at the Client
17. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

18. **Misrepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.
19. **Undertaking on non-criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and assure that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which is engaged in activities detrimental to any government, nation, society or community.
20. **Retrial:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.
21. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or e-mail ID mentioned by you in your CV/employment application form or updated by you in the internal application of Allegis Services India by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal e-mail ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

22. **Law and Jurisdiction:** This appointment is subject to Indian Laws. Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by Allegis Services India at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of COMPANY or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as Allegis Services India or the Employee may in its discretion deem fit. The venue of arbitration shall be at Bangalore and the Courts at Bangalore shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties.
23. **Full and Final Settlement:** The Company will process Full and Final settlement within 45 calendar days from your last working day upon termination / resignation / completion of notice period / or any such event of separation. Any shortfall in notice period would be deemed to be breach and appropriate deduction would be made from the Full and Final Settlement. However this will be subject to eligibility for the settlement, completion of all exit formalities and such applicable conditions.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,  
For Allegis Services India Private Limited

---

Declaration:

I SHANKAR . E have read and understood the terms and conditions of my Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.

Signature of Candidate: Shankar E

Name of Candidate: SHANKAR . E

**Salary Annexure - B**

|   |                       |                       |
|---|-----------------------|-----------------------|
| <b>Position Title: Payroll Analyst</b>  |                       |                       |
| <b>Work Location: VMware, Bangalore</b>                                       |                       |                       |
| <b>Salary Break-up</b>  | <b>Rs (per annum)</b> | <b>Rs (per month)</b> |
| 1. Base Salary  | 204000                | 17000                 |
| 2. HRA  | 102000                | 8500                  |
| 3. Other Allowances   | 28720                 | 2393                  |
| 4. Statutory Bonus  | 40800                 | 3400                  |
| <b>Gross Salary (A)*</b>  | <b>375520</b>         | <b>31293</b>          |
| <b>*Amount subject to deductions (PF, PT &amp; IT) as per applicable laws</b> |                       |                       |
| <b>Employee Benefits</b>  | <b>Rs (per annum)</b> | <b>Rs (per month)</b> |
| Provident Fund - Employer Contribution  | 24480                 | 2040                  |
| <b>Total Value of Benefits (B)</b>  | <b>24480</b>          | <b>2040</b>           |
| <b>Total Annual Compensation (A+B)</b>  | <b>400000</b>         |                       |

Salary shall commence post your date of joining and paid in arrears from the month of joining

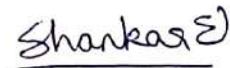
We extend a very warm welcome to Allegis family, and look forward to a long and mutually rewarding association.

Wishing you all the best,



**Manager HR Operations**

**Accepted**



**Employee Signature**

## DOCUMENTS REQUIRED AT THE TIME OF JOINING

### ANNEXURE-C

#### 1. Educational and Technical Certifications

- Copy of Standard X Certificate and Mark sheets.
- Copy of Standard XII Certificate and Mark sheets.
- Copy of Degree Certificate(s) – Graduate and Post Graduate.
- Copy of Mark Sheets of all years – all Graduate/Post Graduate Programs.
- Copy of any other Certifications/Course(s) attended.

#### 2. Employment History

- Copies of Appointment Letters (ALL previous employers).
- Copies of Release AND Experience Letters (ALL previous employers).
- Copy of last appraisal & salary increment letter (ALL previous employers).

3. Copy of Passport for Identity proof

4. Copy of Aadhaar

5. Four passport size colour photographs taken against white background.

6. Copy of permanent and present address proof

7. Copy of PAN Card

8. Last 3 months Salary Receipts

9. Form 16 issued by all your previous employers or Form 26AS of tax remitted by all your previous employer.

All the documents must be self-attested

LIST OF BENEFITS

ANNEXURE D

**1. Leaves**

- a. Eligible for Privilege leave of 1.25 per every completed month from joining date subject to a max of 15 days in a Calendar year
- b. Sick Leave
  - i. 12 days of sick leave for a calendar year
  - ii. Sick leave is for self only
- c. Eligible holidays
  - i. Holidays as announced by the state government and as listed in the holiday policy of the client will be applicable for employees.
- d. Loss of pay
  - i. If you have used sick leave during the calendar year, you could use your available earned leaves.
  - ii. If you have not earned leave balance and you wish to take leave, the same will be loss of pay
- e. Compensatory leave
  - i. Allegis Services India does not provide for compensatory leave
  - ii. If any leaves are provided, the same will be based on the policy of the client
- f. Uninformed absence or absconding
  - i. If you are away from Client site without prior intimation for more than 2 days, you will need to report to your reporting manager and provide an explanation for your absence. If reporting manager continues to provide your engagement, then Company would be able to consider your absence as leave. If not, the contract will conclude from the date you were in absence or absconding
- g. Work from Home is governed by the client policy.

**2. Salary Pay Date**

- a. Salary will be paid on 1<sup>st</sup> of every month.
- b. Employees have to ensure their approved timesheets are made available and approved by client on or before 20<sup>th</sup> of each month.
- c. If there is delay in approved timesheet beyond 10 days after end of the month, the subsequent month salary will be put on hold or paid by 7<sup>th</sup> of the month after.

**3. Medical Insurance**

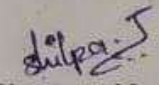
- a. Employee is eligible for Medical Insurance cover up to INR 500,000 annually for self+5 dependents.
- b. Employee is eligible for Personal accident cover up to INR 10,00,000
- c. Employees opting to add other family members can add max 5 more members. Spouse, 2 Children & 2 Parents or In-laws.
- d. Employees wanting to increase Insurance premium limit beyond INR 500,000 can do so at incremental cost.
- e. Mediclaim insurance is valid only until employment is in force with Allegis Services India.

College/Institute Name: MES INSTITUTEOF MANAGEMENTDate: 13/02/2019Subject: Expression of Interest - CampusDear Shilpa J

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Representative 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**DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
91 12 1463 5100 • 91 12 4426 3311 (fax)Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110 001, India  
91 11 4701 6288

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : Siddharath Sai

Date : 13/02/2019

Concentrix Daksh Services India Private Limited

|                         |                   |
|-------------------------|-------------------|
| Name of Candidate:      | <u>Shilpa . J</u> |
| Date:                   | <u>13/02/2019</u> |
| Signature of Candidate: | <u>shilpa . J</u> |

VFI SLK Global Services Pvt. Ltd.,  
Contacts: +918041805721/+918066904721/+918040501721.

VFI SLK38484

Private and Confidential

Date: 10/07/2019

Mr./Ms. Shravani Krishnamurthy  
D/o: Umesh B, Krishnamurthy, #90, 2nd Floor, 13th Cross, Vyalikaval Police Station, Muruthi Extension,  
Bangalore North, Malleswaram,  
Bangalore - 560003

We are delighted to welcome YOU to our organization. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

1. **Training & Probation:** You will be on training & probation for initial period of 12 months from the date of joining.
2. **Offer Details:** We are pleased to offer you the position of "Trainee - Associate", Grade T. Your total Cost to Company (CTC) inclusive of all benefits is INR 240,000.00/- (Rupees Two Lakh Forty Thousand Only) per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
3. **Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of 2 years from the date of joining.
4. **Offer Validity:** This offer is valid till 10/09/2019. Kindly ensure that you confirm your acceptance of the offer in writing, on or before 10/09/2019. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
5. **Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
6. **Date of Joining:** Your tentative date of joining is 10/09/2019.
7. **Location:** Your work location will be Bangalore, India.

Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,

*N. Sangeetha Ponnappa*

N Sangeetha Ponnappa (AVP - HRM)

Date: 10/07/2019

Shravani Krishnamurthy

Date: 10/07/2019

Regd. Office: VFI SLK Global Services Pvt Ltd, VFI SLK SEZ UNIT, 3rd Floor, Tower-A, Amin Properties LLP (SEZ), Sy nos. 19.20/1, 20/2,  
Poojanahalli, Devanahalli, Bangalore-562110

CIN - U74999KA2019PTC123879 email ID: [br.jayakumar@slkgroup.com](mailto:br.jayakumar@slkgroup.com)



College/Institute Name: MES  
INSTITUTE OF MANAGEMENT

Date: 13/02/2019

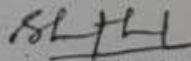
Subject: Expression of Interest - Campus

Dear A. SHWETHA,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of ~~<REPRESENTATIVE~~ 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 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.

  
 Signature of Candidate

CNX/REC/ART/AGHR/E01/4.0

To SINDHU .R

Letter of Interest



Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Acknowledgement of receipt:

Raghavendra K  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name: Amlan Jyothi  
Issuer's Emp. No.: 848225

Name: Sindhu .R  
Date: 07/March/19  
Location Bangalore 79

INFOSYS BPM LIM  
(Formerly Known a  
CIN: U72200KA2002  
Plot Nos. 26/3, 2  
Hosur Road, Ele  
Bengaluru - 560  
T 91 80 2852 2



Date: 16.03.2020

Ref No: 00015735/A31/7011

**Suhas S**  
57/1, Vidhyamanyanagar main road 5th Cross  
Raghavendra colony andhrahal,

**Bangalore 560091**

**Dear Suhas,**

We are pleased to offer you a position as "**Associate Operations**" with AXA Business Services Pvt. Ltd (the "Company"). You will be required to report for work on or before **15 June , 2020** up to which date this offer is valid. Your total employment Cost to Company will be **Rs. 291922.00/-** per annum, effective from your date of joining the Company.

Based on performance, you will be eligible for annual incentives as per the Company norms. You are required to submit a copy of the relieving letter from your previous Organization (if any) mentioning the cause of separation on your date of joining. Your employment with the company and continuance thereof is subject to your successful reference check & medical fitness. In case you fail to meet any of the above, this offer will be deemed as cancelled.

You will be governed by all the rules and regulations of the company in force and as applicable from time to time.

"You will be entitled to an annual increment in **April 2021**".

As per company policies in case your work entitles you to travel on-site you are required to sign an undertaking for one year.

Please signify your assent by signing the copy of this offer letter.

Wishing you a great career and growth options with AXA Business Services.  
Yours sincerely,

For **AXA Business Services Pvt. Ltd.**



## ANNEXURE - 1

| BREAKUP OF TOTAL COMPENSATION PACKAGE          |                         |                         |
|--|-------------------------|-------------------------|
| Name :   | Suhas S                 |                         |
| Designation :                                  | Associate               |                         |
| Level :  | A1                      |                         |
| <b>(A) FIXED COMPONENTS</b>                    | <i>Rupees per Annum</i> | <i>Rupees per Month</i> |
| Basic  | 180000                  | 15000                   |
| Company contribution to PF                     | 21600                   | 1800                    |
| Statutory Bonus                                | 15000                   |                         |
| <b>Sub Total</b>                               | <b>216600</b>           | <b>16800</b>            |
| <b>TOTAL (E)</b>                               | <b>195000</b>           | <b>15000</b>            |
| <b>TOTAL FIXED PAY (TFP) = (A)</b>             | <b>216600</b>           |                         |
| <b>(B) PERFORMANCE INCENTIVE</b>               |                         |                         |
| Performance Bonus @5% of TFP                   | 10830                   |                         |
| <b>TOTAL (B)</b>                               | <b>10830</b>            |                         |
| <b>(C) RETIRALS &amp; OTHER BENEFITS</b>       |                         |                         |
| Gratuity                                       | 8654                    |                         |
| <b>TOTAL (C)</b>                               | <b>8654</b>             |                         |
| <b>TOTAL SALARY (TS) = (A+B+C)</b>             | <b>236084</b>           |                         |
| Medical Insurance Premium                      | 9500                    |                         |
| Company Contribution to ESI (if applicable)    | 7938                    | 662                     |
| Shift Allowance (If Applicable)                | 38400                   |                         |
| <b>TOTAL (D)</b>                               | <b>55838</b>            |                         |
| <b>TOTAL COST TO COMPANY (TCC) = (A+B+C+D)</b> | <b>291922</b>           |                         |

For AXA Business Services Pvt Ltd.



**Note:**

- 1) Total take home salary = E, subject to tax and employee contribution to PF.
- 2) Performance Bonus mentioned above is indicative and is paid out to all such employees who are on the active rolls of the company, as on the date of Performance Bonus payout.
- 3) All employees will be covered under Group Term Life insurance with additional critical and terminal illness for a principal amount limited to five times the TFP.
- 4) Employees (self, spouse and two children) are covered under Group Medical Insurance for a sum of Rs.200,000 per annum for any hospitalization expenses.
- 5) All employees will be covered against personal accident for a principal amount limited to five times the TFP.
- 6) All employees will also be covered under Employees Deposit Linked Insurance for a principal amount limited to Rs.6,02,000.
- 7) Employee State Insurance (ESIC) will be deducted if Monthly Gross salary is less than or equal to Rs. 21,000 which is as per ESIC Act.
- 8) **Shift Allowance:** If employee works in shifts the corresponding shift allowance to the timing worked is paid, if the employee moves to a normal shift then shift allowance is not applicable.

|  |   |
|--|---|
| Any shift starting after 6:00 am and on or before 8:00 am - Rs.2000 per month  | Any shift starting at or after 4:00 pm but before 8:00 pm - Rs.3200 per month |
| Any shift starting at or after 12:00 noon but before 4:00 pm & Any shift starting at or after 5:00 am but on or before 6:00 am - Rs.2400 per month | Any shift starting at or after 8:00 pm but before 5:00 am - Rs.4000 per month |

For AXA Business Services Pvt Ltd.



**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20195045879/Bangalore/BPS/BTN**

**Date: 01/07/2019**

Ms. Suman  
441 8th Main  
Vijayanagar  
Bangalore-560040  
Karnataka  
Tel# 91-9986798857

Dear Ms. Suman,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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



### **3. Social Security - Employees' State Insurance:**

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

### **6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

## **TERMS OF TRAINEESHIP**

### **1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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





## **2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## **3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## **4. Leave:**

You will be entitled for leaves as per the company's policy.

## **5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## **6. Alternative Occupation / Traineeship:**

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



**7. Confidentiality Agreement:**

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

**8. TATA Code of Conduct:**

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

**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**11. Background Check:**

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



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

## **12. Submission of Documents:**

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

## **13. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **14. Letter of Appointment**

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

## **15. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India

## **16. Rules and Regulations of the Company:**

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



**17. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



Encl: Annexure 1: Acceptance



## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195045879/Bangalore/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

To SUSHMASHREE.V.

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Acknowledgement of receipt:



Raghavendra K  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name: Amlan Jyothi  
Issuer's Emp. No.: 848225

Name: SUSHMASHREE.V.  
Date: 07/May/19  
Location: Bangalore

INFOSYS BPM LIMITED  
(Formerly Known as Infosys BPO Limited)  
CIN: U72200KA2002PLC030310  
Plot Nos. 26/3, 26/4 and 26/6  
Hosur Road, Electronics City  
Bengaluru - 560 100, India  
T 91 80 2852 2405  
F 91 80 2852 2411

Ms. Swathi G

33/A, 20th A main 1st R Block  
Rajajinagar, Bangalore  
Bangalore

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Swathi G,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>16-September-19</b>   |
| e) | <b>Location of Posting</b>    | : | <b>Bangalore STP</b>     |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 18388/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "**Infosys Performance & Loyalty 2.08 Plan**", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

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Sign your name



● Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

| Sl. No. | Document   | Details               |
|---------|--|-----------------------|
| 1       | 10 <sup>th</sup> standard marks card*  | Mandatory             |
| 2       | 12 <sup>th</sup> Standard marks card*  | Mandatory             |
| 3       | Marks cards for all the years of graduation, degree, diploma certificate*                            | Mandatory             |
| 4       | Relieving Letter from all organizations worked*  | Mandatory             |
| 5       | Passport size photographs*   | 6 numbers (mandatory) |
| 6       | Professional Qualification marks cards* and certificate (if applicable)                              | Mandatory             |
| 7       | Post graduate mark cards* and certificate(if applicable)   | Mandatory             |
| 8       | NSR registration number or ITPIN number or web registration number                                   | Mandatory             |
| 9       | Passport**   | Optional              |
| 10      | Driving License  | Optional              |
| 11      | ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID | Mandatory             |
| 12      | Aadhar Card***   | Mandatory             |

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\_\_\_\_\_  
Sign your name

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empanelled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1<sup>st</sup> page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

#### **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation.

---

Sign your name

Probation can be extended for a further period at the sole discretion of the Company. Please note that as per the Company's policies, all confirmations take place only on the 1<sup>st</sup> working day of a month. If the date of joining of an employee falls between the 1<sup>st</sup> and 15<sup>th</sup> day (both days inclusive) of a month, then the employee would be confirmed effective the 1<sup>st</sup> day of the 7<sup>th</sup> month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16<sup>th</sup> and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8<sup>th</sup> month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Medical Fitness

This offer is subject to you being found medically fit. Please provide us with a medical certificate signed by a doctor as prescribed in Appendix 5 at the time of joining. Further, the Organization reserves the right to conduct its own health check. If the certificate is not produced or if the results of the health check do not meet the Organization's parameters, the Organization may withdraw the employment offer or terminate your employment, as the case may be.

There is also an option of undergoing medical check-up in Mysore campus (this facility is only for candidates joining in Mysore) and the charges for the same will have to be borne by the candidate and will need to be paid at the checkup counter.

---

Sign your name

## 12. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 13. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 14. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 15. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- In case you are a person suffering with disabilities, you may have to submit a certificate countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of the Hospital with their seal.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

---

Sign your name

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Raghavendra. K  
Senior Vice President & Global Head- Human Resource Development  
Infosys BPM Ltd,  
Building 48, 4th Floor, Section 1,  
Electronic City, Hosur Road,  
Bangalore -560100

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

Yours sincerely,



**Raghavendra K**  
**Senior Vice President & Global Head- Human Resources Development**

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

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

**Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.**

**Appendix 1**

| <b>COMPENSATION DETAILS</b> |                           |
|-----------------------------|---------------------------|
| <b>Name</b>                 | <b>Swathi G</b>           |
| <b>Role Designation</b>     | <b>Process Executive</b>  |
| <b>Job Level</b>            | <b>2B</b>                 |
| <b>Date of Joining</b>      | <b>September 16, 2019</b> |
| <b>Location of Posting</b>  | <b>Bangalore STP</b>      |

| <b>Fixed Components</b>                       | <b>Amount in INR per month</b> |
|---|--------------------------------|
| Basic   | 12342                          |
| Fixed Dearness Allowance (FDA)                | 1100                           |
| Basket of Allowances (BOA)*                   | 0                              |
| <b>Sub Total 1</b>                            | <b>13442</b>                   |
| <b>Statutory Components</b>                   |                                |
| Company Contribution to Provident Fund        | 1613                           |
| Gratuity                                      | 647                            |
| Bonus   | 2686                           |
| <b>Sub Total 2</b>                            | <b>4946</b>                    |
| <b>Gross Salary per month - Sub Total 1+2</b> | <b>18388</b>                   |
| <b>Total Annual CTC</b>                       | <b>220656</b>                  |

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

|   |         |
|---|---------|
| <b>Voice Allowance</b> (paid monthly on individual performance and allocation to a voice process) | Rs 2500 |
| <b>Shift Allowance</b> (paid monthly if you are working in night shift)                           | Rs 1500 |

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI(Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

| <b>Offered by:</b>                 | <b>Candidate:</b>        | <b>SAP data provided by:</b> | <b>SAP data updated by:</b> |
|------------------------------------|--------------------------|------------------------------|-----------------------------|
| Date: 11-September-19              | Date: _____, 20____      | Date: _____, 20____          | Date: _____, 20____         |
| _____<br>Sign your name            | _____<br>Sign your name  | _____<br>Sign your name      | _____<br>Sign your name     |
| Mr. Avinash Bhimangouda<br>Biradar | Swathi G                 |                              |                             |
| _____<br>Print your name           | _____<br>Print your name | _____<br>Print your name     | _____<br>Print your name    |
| 00924415    HRD                    |                          |                              |                             |
| Emp No.    Dept.. Name             |                          | Emp No.    Dept.. Name       | Emp No.    Dept.. Name      |

## Appendix 2

### Deductions\*

| Deduction                          | Description   | Month of Deduction                                    | Approximate Amount     |
|------------------------------------|---|---|------------------------|
| Mysore Accommodation               | Accommodation provided in Mysore during the training period will be charged | 13 <sup>th</sup> /14 <sup>th</sup> month from joining | Up to Rs. 133/day*     |
| Transport**<br>(based on location) | The transport rates depend on the distance travelled                        | Monthly   | Rs. 250** - Rs. 1085** |

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13<sup>th</sup>/14<sup>th</sup> month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

---

Sign your name

**Appendix 3**

| <b>Shift Definition</b>     |                    |                 |              |
|-----------------------------|--------------------|-----------------|--------------|
| <b>In Time</b>              | <b>Total Hours</b> | <b>Out Time</b> | <b>Shift</b> |
| <b>From 2:30 PM onwards</b> |                    |                 |              |
| 2:30 PM                     | 9:15               | 11:45 PM        | 2            |
| 3:00 PM                     | 9:15               | 12:15 AM        | 2            |
| 3:30 PM                     | 9:15               | 12:45 AM        | 2            |
| 4:00 PM                     | 9:15               | 1:15 AM         | 2            |
| 4:30 PM                     | 9:15               | 1:45 AM         | 2            |
| 5:00 PM                     | 9:15               | 2:15 AM         | 2            |
| 5:30 PM                     | 9:15               | 2:45 AM         | 2            |
| 6:00 PM                     | 9:15               | 3:15 AM         | 2            |
| 6:30 PM                     | 9:15               | 3:45 AM         | 2            |
| 7:00 PM                     | 9:15               | 4:15 AM         | 2            |
| 7:30 PM                     | 9:15               | 4:45 AM         | 2            |
| 8:00 PM                     | 9:15               | 5:15 AM         | 2            |
| 8:30 PM                     | 9:15               | 5:45 AM         | 2            |
| 9:00 PM                     | 9:15               | 6:15 AM         | 2            |
| 9:30 PM                     | 9:15               | 6:45 AM         | 2            |
| 10:00 PM                    | 9:15               | 7:15 AM         | 2            |
| 10:30 PM                    | 9:15               | 7:45 AM         | 2            |
| 11:00 PM                    | 9:15               | 8:15 AM         | 2            |
| 11:30 PM                    | 9:15               | 8:45 AM         | 2            |
| 12:00 AM                    | 9:15               | 9:15 AM         | 2            |
| 12:30 AM                    | 9:15               | 9:45 AM         | 2            |
| 1:00 AM                     | 9:15               | 10:15 AM        | 2            |
| 1:30 AM                     | 9:15               | 10:45 AM        | 2            |
| 2:00 AM                     | 9:15               | 11:15 AM        | 2            |
| 2:30 AM                     | 9:15               | 11:45 AM        | 2            |
| 3:00 AM                     | 9:15               | 12:15 PM        | 2            |
| 3:30 AM                     | 9:15               | 12:45 AM        | 2            |
| 4:00 AM                     | 9:15               | 1:15 PM         | 2            |
| 4:30 AM                     | 9:15               | 1:45 PM         | 2            |
| 5:00 AM                     | 9:15               | 2:15 PM         | 2            |
| 5:30 AM                     | 9:15               | 2:45 PM         | 2            |

\_\_\_\_\_  
Sign your name



| Shift Definition                                   |             |          |       |
|--|-------------|----------|-------|
| In Time  | Total Hours | Out Time | Shift |
| <b>After 5:31 AM (anytime swipe after 5:31 AM)</b> |             |          |       |
| 6:00 AM  | 9:15        | 3:15 PM  | 1     |
| 6:29 AM  | 9:15        | 3:44 PM  | 1     |
| <b>After 12:30 PM- 2:30 PM</b>                     |             |          |       |
| 12:30 PM   | 9:15        | 9:45 PM  | 1     |
| 1:00 PM  | 9:15        | 10:15 PM | 1     |
| 1:30 PM  | 9:15        | 10:45 PM | 1     |
| 2:00 PM  | 9:15        | 11:15 PM | 1     |
| 2:00 PM - 2:29 PM                                  |             |          | 1     |
| <b>After 6:30 AM (any time after 6:30 AM)</b>      |             |          |       |
| 6:30 AM  | 9:15        | 3:45 PM  | 0     |
| 7:00 AM  | 9:15        | 4:15 PM  | 0     |
| 7:30 AM  | 9:15        | 4:45 PM  | 0     |
| 8:00 AM  | 9:15        | 5:15 PM  | 0     |
| 8:30 AM  | 9:15        | 5:45 PM  | 0     |
| 9:00 AM  | 9:15        | 6:15 PM  | 0     |
| 9:30 AM  | 9:15        | 6:45 PM  | 0     |
| 10:00 AM   | 9:15        | 7:15 PM  | 0     |
| 10:30 AM   | 9:15        | 7:45 PM  | 0     |
| 11:00 AM   | 9:15        | 8:15 PM  | 0     |
| 11:30 AM   | 9:15        | 8:45 PM  | 0     |
| 12:00 PM   | 9:15        | 9:15 PM  | 0     |
| 12:29 PM   | 9:15        | 9:44 PM  | 0     |

### **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1<sup>st</sup> - 30<sup>th</sup>/31<sup>st</sup> of the previous month)

#### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

#### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

#### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

---

Sign your name

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

- a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve(12) months immediately preceding the termination of my employment with Infosys BPM;
- b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited.
- v. Accenture Limited.
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd.
- ix. HCL Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Acknowledged by Infosys BPM Limited:

\_\_\_\_\_  
Sign your name

**APPENDIX 5**

| <b>Employee Health Report</b>                                |  |                  |  |
|--|--|------------------|--|
| Name   |  | Sex              |  |
| Age  |  | Emp No.          |  |
| Location   |  |                  |  |
| <b>Medical Examination</b>                                   |  |                  |  |
| A: General Examination                                       |  |                  |  |
| Physical Parameters  |  |                  |  |
| Height   |  | Weight           |  |
| Pulse  |  | BP               |  |
| Pallor/Icterus/Clubbing/Lymphadenopathy/Edema/Varicose Veins |  |                  |  |
| Oral Cavity  |  |                  |  |
| Vision   |  |                  |  |
| Blood Group/ RH Typing                                       |  |                  |  |
| RBS  |  |                  |  |
| Urine Routine  |  |                  |  |
| B. Systemic Examination                                      |  |                  |  |
| Respiratory system   |  |                  |  |
| Cardiovascular system  |  |                  |  |
| Abdomen  |  |                  |  |
| Genito-Urinary systems                                       |  |                  |  |
| Nervous system   |  |                  |  |
| Musculo-Skeletal system                                      |  |                  |  |
| Remarks  |  |                  |  |
|  |  |                  |  |
| Doctor's Name  |  | Seal & Signature |  |
|  |  |                  |  |
| Date   |  | Location         |  |

\_\_\_\_\_  
Sign your name

College/Institute Name: MES  
INSTITUTE OF MANAGEMENT

Date: 13/02/19

Subject: Expression of Interest - Campus

Dear YAMUNA M

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of TELE-REPRESENTATIVE 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.

- Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
- 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.
- 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.

Yamuna M  
 Signature of Candidate

CNX/REC/ART/JAGHRE/014.0

Concentrix Daksh Services India Private Limited  
 DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
 12 1465 5100 • 91 12 4426 5511 (fax)  
 Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
 Airport Express Line, New Delhi - 110 001, India  
 11 4701 6288



# AMAR RADIO CORPORATION

(ISO 9001:2015 Certified Company)

# 73/19/5, Ashokapuram Main Road, Yeshwanthpur Industrial Suburb, Bengaluru - 560 022  
Tele : +91-80-46480000 Fax : +91-80-29723004 E-mail : mail@amarradio.com Web : www.amarradio.com

## Letter of Appointment

To,

Date: 21<sup>st</sup> Nov 2019

Dear Mr. Yudhesh D  
yyuvabharathi@gmail.com  
+91-7406839235

### **Subject: Offer/Appointment Letter**

We are pleased to offer you the position in our company as **Assistant - Accounts** with effect from 6<sup>th</sup> Dec 2019. If you fail to report for duty on the said date, it will be deemed that you have rejected our offer.

You monthly take-home will be (CTC) - Rs. 17,000.00 (Seventeen Thousand Only) All inclusive. Subject to statutory deductions. You will be on probation as a trainee for a period of six months. Following this probationary period and based on your performance and ability to carry out all the roles and responsibilities as detailed in the JD you will be taken into permanent payrolls and as governed by T&C details in the attached Annexure - A and B

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

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

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Yours truly,  
For AMAR RADIO CORPORATION

  
AUTHORIZED SIGNATORY & SEAL